

# **Technical Operations Training Instructional Support Service Contract**

## **Statement of Work**

Information regarding the Statement of Work for use in connection with the solicitation for

**FAA ACADEMY TECHNICAL OPERATIONS TRAINING DIVISION**

**DTFAAC-07-R-00018**

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Prepared by Technical Operations Training Division Contract Team

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## **Section 1. General Contract Information**

### **1.1 Overview**

The FAA Academy Technical Operations Training Division (AMA-400) provides technical training to engineers, technicians, environmental specialists and programmers who improve and maintain the reliability of the National Airspace System (NAS). This Statement of Work (SOW) describes the supplies and services required by AMA-400 to provide instructional support services necessary to accomplish its mission.

### **1.2 Terms, Acronyms, and Additional Resources**

Explanations and definitions of contract related terms and acronyms, along with informative website links, are found in a separate document titled *Contract Terms, Acronyms, and Additional Resources*, included as Appendix E to this document. This document will be maintained and updated as necessary by the Contracting Officer's Technical Representative (COTR) following award.

### **1.3 Scope of Work**

The contractor shall provide instructors and other personnel to augment AMA-400 personnel in the completion of its tasked activities and assisting in the performance of work more specifically defined in other sections of this document. The contractor will also provide those on-site personnel needed to effectively manage and supervise the contract staff provided. However, beyond those positions specifically identified as FAA requirements in this document, any such clerical, administrative, supervisory, or managerial positions proposed at direct cost to this contract shall be subject to negotiation. Included as Appendix A is the Contract Support Task and Subtask Descriptions that identify duties and responsibilities for FAA tasks.

### **1.4 Support Requirements**

Contractual support projections are identified in Appendix C, *Contract Technical Course Offering Requirements*. This list is inclusive of courses anticipated to be conducted by the FAA from October 2007 through September 2012 which may require contract support for instruction or development/revision. These projections are based on: assumptions of workload over the course of the contract; relatively stable workload requiring revision and development support; and, normal FAA attrition. However, as one or more of these assumptions may prove to be unfounded, the FAA will not be bound by, nor does assumption of obligation occur, based on these projections. Contract administration will be the minimum support required for each contract year with additional requirements (for instructional or operational support) to be ordered based on FAA technical training requirements and available funding. Work requirements are provided to the contractor via Task Orders (TOs).

### **1.5 Performance Period Support Requirements**

Projected support requirements for each active task will be reflected in one or more TOs, prepared each performance period by the COTR in concert with AMA-400 management. Each TO will reflect support requirements for a single task, subtask, or special project. Each TO is subject to revision, as needed, to update the projected requirements. Only the most recent TO

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for each task, subtask, or special project shall be considered to accurately depict AMA-400's support requirements for that period.

**1.6 Funding Considerations – Operation Funds**

This contract is funded almost entirely through the use of appropriated operations (OPS) funds. Support requirements for a period may be initially identified as being incrementally funded. Once funding has been determined, requirements will be adjusted, if necessary.

**1.7 Supervision of Contract Employees by Contract Supervisor**

The contract-appointed supervisor(s) shall provide day-to-day supervision of contract personnel. Contract project management shall appoint an interim replacement in the supervisor(s)'s absence. At no time will supervisory control, policy, or guidance be available through AMA-400 personnel. With the exception of those activities specifically outlined in this document, which have been designed so as not to infringe upon the contractor's supervisory responsibilities and authority, AMA-400 personnel will in no way be involved directly in the processes of hiring, selecting, non-selecting, work assignment, work-related awards or discipline, approving work schedules and/or absences, labor-management issues, career planning, or compensation for any individual working or with potential to work on this contract. Any suspected or actual incident of AMA-400 personnel being involved in these processes must be reported immediately to the Contracting Officer (CO) or the COTR.

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## **Section 2. Location and Time of Work**

### **2.1 Location of Work**

All work performed under this contract shall be performed at the following location, unless directed in writing by the CO or the COTR:

**Mike Monroney Aeronautical Center  
FAA Academy  
6500 South MacArthur Boulevard  
Oklahoma City, Oklahoma, 73169**

### **2.2 Normal Hours of Operations**

Normal operations will generally occur between the hours of 7:00 a.m. and 3:30 p.m. local time, during regular workdays of the week (Monday through Friday). However, availability may be required outside of these days/hours and are subject to change based on AMA-400's operational needs. Some requirements may require periodic evening shift contract support between the hours of 3:30 p.m. and 12:00 a.m. In those cases, the amount of activity occurring during these hours will be included in the description of the task. Other than those specific requirements identified by AMA-400, no evening shift activity will be permitted without prior authorization from the CO or the COTR.

### **2.3 Saturday and Sunday Activity**

No Saturday or Sunday activity is anticipated under this contract. In the event such activity is required, the contractor will be notified by the CO or the COTR, and will be provided as much advance notice of the requirement as practicable. Other than those specific requirements identified by AMA-400, neither Saturday nor Sunday activity will be permitted without prior authorization from the CO or the COTR.

### **2.4 Overtime**

No overtime activity is anticipated under this contract. In the event such activity is required by AMA-400, the contractor will be notified by the CO or the COTR, and will be provided as much advance notice of the requirement as practicable. Absent such notification, overtime activity will not be permitted without the express written approval of the CO or the COTR.

### **2.5 Observance of Holidays**

No activity is anticipated under this contract on holidays recognized by AMA-400. In the event such activity is required, the contractor will be notified by the CO or the COTR, and will be provided as much advance notice of the requirement as practicable. Absent such requirements, holiday activities will not be permitted without prior authorization from the CO or the COTR.

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**a) Designated U.S. Federal Holidays**

A list of the designated United States (US) Federal holidays, as of the date of this document, is as follows:

***New Year's Day***

***Martin Luther King, Jr's Birthday***

***Washington's Birthday***

***Memorial Day***

***Independence Day***

***Labor Day***

***Columbus Day***

***Veterans Day***

***Thanksgiving Day***

***Christmas Day***

Additionally, other days may be declared as a "holiday" by Federal statute, executive order, or Presidential proclamation. Those days shall be considered equivalent to the ten (10) that have been officially designated. No other holidays shall be recognized under this contract.

**2.6 Aeronautical Center Closure or Early Dismissal**

Adverse weather conditions or other emergencies may require the closure of the Mike Monroney Aeronautical Center (MMAC). Circumstances may also arise which will require the early dismissal of MMAC personnel. In most cases, no activity is expected under this contract during periods of MMAC closure and/or early dismissal, nor will any such activity be permitted during these periods without prior authorization from the CO or the COTR.

**2.7 Notification of Center Closure or Early Dismissal**

The FAA will provide the contractor with notice of MMAC closures through the use of public broadcast announcements on local television, radio stations, or official Aeronautical Center announcements [i.e. Aeronautical Center Operations contact at (405) 954-0040, building public announcement systems, etc.]. Online notification will be posted under "Highlights" on the FAA Employee Site at <http://employees.faa.gov/>. Announcements of early dismissal will be provided to the contractor by the CO the COTR, or in their absence by appropriate AMA-400 management.

**2.8 Quantity of Work and Excused Absence**

This document does not establish any specific minimum quantity of work, either as an aggregate figure or on a per employee basis on any day affected by either the closure of MMAC or the early dismissal of MMAC personnel. Neither does it establish any specific provision for granting excused absences or any type of reimbursable leave for these days. Contractor employee leave will be in accordance with contractor employer personnel policies and procedures.



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**2.9 Leave Management**

Contractor will manage leave usage whereas to ensure FAA requirements will not be impacted by significant unplanned leave usage. Contract management support must be provided in a consistent manner and leave must not impact FAA requirements. Interim assignments must be in accordance with FAA policies and procedures, requiring prior CO or COTR approval, and must not incur any additional costs to AMA-400.

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### **Section 3. Travel**

#### **3.1 Travel Guidelines**

Support under this contract may require contract personnel to travel as part of their normal assigned duties. Such travel, when required, will be restricted exclusively to the territories and possessions of the United States. Any such travel, in connection with performance of tasked activities, will be identified by TOs. Tickets purchased by the contractor shall be refundable tickets. Non-refundable tickets purchased will be a liability of the contractor or contract employee.

#### **3.2 Travel Reimbursement Guidelines**

Federal Travel Regulations (FTR) will be used as the guideline for establishing allowable reimbursement costs for all travel within the 50 states, District of Columbia, Commonwealth of Puerto Rico and territories and possessions of the United States. FTR provisions, issued by the General Services Administration (GSA), are available for viewing at <http://www.gsa.gov> .

#### **3.3 Travel Cost Reimbursement**

The contractor is solely responsible for all travel costs incurred during the performance of this contract. Contract invoicing will contain billings for travel costs to include a copy of a detailed expense voucher that identifies costs and associated receipts from airlines, hotels, rental car companies, and other voucher expenses. After review of the expense voucher, if AMA-400 agrees that expenses incurred are deemed allowable based on FTR policies, the contractor will be reimbursed by AMA-400. Those travel costs determined to be unnecessary, unreasonable, or unallowable will not be reimbursed by AMA-400.

#### **3.4 Relocation Expenses**

This document does not permit, require, nor is it intended to encourage, contractors to include provisions for reimbursing any of their employees for expenses incurred, in whole or in part, as a result of any relocation in connection with their efforts under this contract. This applies equally to relocations to the MMAC area to provide support under this contract, as well as to relocations from the MMAC area at the completion of duties under the contract.

## **Section 4. Products Rights and Government Property**

### **4.1 FAA Proprietary Rights**

The FAA acquires title to all products resulting from performance under this contract, and all rights and privileges derived there from, as these products are produced. This right is not dependent upon the completion of the product, the formal or written acceptance of the product, or receipt of payment for the services from which the product results. For further information, refer to FAA Acquisition Management System (AMS) Policy, Section 3.5. '*Patents, Rights in Data and Copyrights*' located at <http://fast.faa.gov/index.htm> .

### **4.2 Forfeiture of Rights**

The rights and privileges described in the preceding paragraph cannot be involuntarily surrendered, transferred, forfeited, or ceded. Any such forfeiture must be in writing and can only be accomplished by the CO, assisted by the COTR. Further, no precedent shall be established by any such forfeiture, and each request shall be considered separate and distinct from all other requests.

### **4.3 Use and Dissemination of Government Property**

Unless specifically authorized in writing by the CO or the COTR, the contractor shall not use, modify or disseminate any item of Government property for any purpose beyond the scope of this document, the contract and other related documents. This prohibition includes, but is not limited to, the use of FAA equipment for work not directly in support of this contract, and the use or dissemination of any FAA training materials, including materials developed under this contract.

### **4.4 Removing or Relocating Government Property from MMAC**

The contractor shall not remove or relocate, nor permit its employees to remove or relocate, Government property from MMAC-assigned work areas for any purpose unless specifically authorized in writing by the CO or the COTR and coordinated with the AMA-400 Property Custodian. This prohibition applies to property furnished to the contractor by the FAA, property acquired by the contractor using contract funds, and property/products produced through performance under this contract. Further, this prohibition covers both the physical removal and the electronic transmission of property, and applies equally to both original items and all reproductions of those items, regardless of reproduction format.

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## **Section 5. Government-Furnished Items**

### **5.1 Facilities and Utilities**

AMA-400 shall provide space and facilities, plus associated utilities and housekeeping, to enable the contractor to perform the work defined in this document. Where possible, workspace will be equivalent to that provided for FAA personnel. Contract management will optimize space provided by the FAA. Facilities and utilities (e.g., restrooms, break rooms, electricity, and telephones) provided are to be used exclusively in support of this contract. The contractor shall not make any alterations to Government-furnished space or facilities except as approved in writing by the CO or the COTR and at no direct cost to this contract. Whenever the contractor vacates Government space, such space and facilities shall be restored to its original condition, considering any approved alterations plus normal wear and tear, at no direct cost to this contract.

### **5.2 FAA Access to Provided Space**

The contractor is hereby advised that a limited number of FAA personnel will have unrestricted access to space provided for their use in accordance with the provisions of the preceding paragraph. As a result of MMAC policies regarding the utilization and distribution of Government keys or keycards, certain FAA employees will be provided master (or sub-master) keys which will open all doors utilizing a key number within their allocated group (or sub-group). The contractor should have adequate provisions for safeguarding sensitive personnel information, proprietary data, and any other sensitive data that the contractor wishes to retain in the space provided.

### **5.3 Conservation of Utilities**

The contractor shall ensure all contract employees are aware of acceptable utility conservation practices and shall be responsible for operating in a manner as to minimize waste of utilities. Addition or relocation of telephones or electrical outlets will be evaluated on a basis of benefit to the FAA and not of convenience.

### **5.4 Government-Furnished Property (GFP)**

The items described in the following paragraphs shall be considered GFP. Definitions, usage and contractor accountability shall be in accordance with the following AMS Policy: Section 3.10, *Contract Administration*, and Section 3.10.3, *Government Property*.

Contract management must optimize their use of GFP provided. The contractor will be required to provide property management controls to ensure optimum utilization and security. The FAA retains property management authority for all items provided as well as sole discretion in the placement, movement and removal of all property provided to the contractor. The contractor must not remove, relocate, or reassign GFP without prior approval of the COTR.

In advance of providing Government equipment for use by the contractor, the contractor Project Manager or Project Manager designate must sign the appropriate FAA loaned property documents.

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## **5.5 Office Furniture**

AMA-400 shall provide workstations, desks, chairs, filing cabinets and other office furnishings for contract personnel comparable to those provided to Government personnel. Any furnishings (i. e., type, model, style, etc.) provided are at the sole discretion of the Government.

## **5.6 General Supplies**

The contractor is responsible for providing general office supplies (e.g., paper, pencils, pens, binders, writing pads, etc.) as well as company-specific supplies and materials required by the contractor (e.g., pre-printed stationary, business cards, and timecards). AMA-400 will not furnish or provide reimbursement to the contractor for these supply items.

For Government-Furnished Equipment (GFE), AMA-400 will provide the appropriate supplies needed (i.e., toner, ink cartridges).

## **5.7 Computer Hardware and Software**

With the exception of computer hardware and software required by contractor management and administrative personnel, the FAA will maintain and distribute all computer equipment and software typically required to fulfill requirements as requested by FAA under this contract, based on AMA-400's workload priorities and subject to availability. Contract personnel shall not install, uninstall, move, or modify any hardware or software on any computer located at the MMAC without prior approval from the COTR and in coordination with the AMA-400 Property Custodian.

## **5.8 FAA Computer Network**

The FAA maintains a computer network and provides contractor access. AMA-400 will provide contract personnel with access as required for contract support requirements. Contract personnel shall not connect any computer equipment to FAA's network without prior authorization from the COTR. The COTR shall be responsible for obtaining necessary network access, including any required clearances, through AMA-400 management and other FAA offices. For further information please refer to the current version of FAA Order 1370.79 '*Internet Use Policy*'.

All contract personnel using FAA computer resources or accessing the FAA network shall agree to and sign '*Local Area Network (LAN) Rules of Behavior (ROB)*' prior to receiving requested access. Specific ROB regarding LAN usage is located on FAA's Office of Human Resources website at [http://www.faa.gov/ahr/policy/hrpm/msc/msc\\_ref/AHRLANRulesofBehavior.doc](http://www.faa.gov/ahr/policy/hrpm/msc/msc_ref/AHRLANRulesofBehavior.doc).

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**5.9 Misuse of FAA Computer Network**

The contractor must adhere to all FAA intranet, internet, and network policies/orders. Misuse by contract personnel of FAA-provided computer equipment or network will result in a determination by AMA-400 management as to the appropriate Corrective action for each infraction. Depending upon the nature and severity of the infraction, Corrective actions can range from loss of privileges (i.e., loss of access to the Internet, Government e-mail system, etc.) to a recommendation to the CO for removal of contract personnel. Further, these determinations are not subject to appeal. Lastly, these provisions do not preclude the imposition of any applicable civil or criminal penalty resultant from an infraction.

## **Section 6. Contractor-Furnished Items**

### **6.1 Furniture**

The contractor shall be responsible for providing any additional furniture required for the management and administrative staff without direct cost to this contract. Furniture shall be limited to the space and utilities provided by the FAA and subject to approval by the CO or the COTR.

### **6.2 Equipment**

The contractor shall be responsible for providing, without direct cost to this contract, any equipment required for its management and administrative staff. Examples include, but are not limited to: computers; printers; computer peripherals; office equipment (fax machine, copier, etc.); and, items of personal convenience (coffee maker, microwave oven, etc.).

### **6.3 Supplemental Computer Equipment**

The FAA may not have resources to provide a computer system for each contract employee, therefore some employee sharing of equipment is anticipated during the life of this contract. While not required, the contractor may elect to propose methods by which contractor-owned and/or contractor-acquired hardware and/or software may be utilized to supplement existing FAA equipment. Should such methods be proposed and approved by the FAA, the contractor will incur any and all associated costs. All computer hardware and software provided by the contractor, if intentions of connection to the FAA computer network, shall comply with FAA LAN and network security specifications as of the date of connection or installation. Further, this equipment shall either be updated as needed to maintain compliance with subsequent specifications to remain compatible with other FAA offices or be disconnected from the network, as directed by the CO.

### **6.4 Provided Protective Equipment**

Regulatory guidance regarding personal protective equipment is directed by the Occupational Safety and Health Administration (OSHA) (located at <http://www.osha.gov/> ) according to the Code of Federal Regulations (CFR). Contractor shall be required to provide personal protective equipment for contract personnel in accordance with 29 CFR 1910.132, *General Requirements*. All personal protective equipment worn by contractors shall be equal to or exceed the level of protection provided by the Government for FAA employees.

### **6.5 Suitability and Safety of Contractor Supplied Items**

The FAA reserves the right to determine the suitability and safety of any furniture, equipment, or supplies provided by the contractor. Suitability, as applied to computer equipment and software, shall also mean full compatibility with existing FAA network equipment and software, and full compliance with any FAA network specifications pertaining to such items. As directed by the CO, items deemed unsuitable or unsafe shall be removed from the MMAC, or moved to a suitable location, at no direct cost to this contract.

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**6.6 Non-reimbursed Property-related Costs**

It is possible that the contractor may elect to provide any furniture, equipment, or supplies beyond those required under the provisions of the preceding paragraphs. Should this occur, this contract shall not incur any direct charges as a result of such election unless the charge has been expressly approved by the CO prior to the cost being incurred. This prohibition against such charges applies not only to easily identifiable costs, such as the purchase price of furniture or equipment, but also to all associated costs, such as the cost of transporting the furniture or equipment to (or from) the MMAC.



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## **Section 7. Employment and Staffing**

### **7.1 Support Workforce Requirements**

Support personnel who make up the workforce provided under this contract represent a key resource to the FAA in the management of a critical technical training program. Accordingly, it is vital that the contractor be able to recruit and retain fully qualified personnel for this workforce. The FAA therefore strongly encourages the contractor to utilize a system of pay, benefits, incentives, and performance monitoring under this contract that will help ensure this type of support workforce is developed and maintained. It is expected that proposed systems for pay, benefits, and incentives will allow the contractor to recruit and retain a highly qualified, motivated workforce. Additionally, it is expected that the contractor's performance monitoring system will recognize and reward superior performance by contract personnel while detecting and correcting any substandard performance. Included as Appendix A is the *Contract Support Task and Subtask Descriptions*, which identifies duties and responsibilities for FAA tasks.

### **7.2 Position Descriptions**

Descriptions of the various labor categories required under this contract are contained in a document titled *Contract Support Position Descriptions and Qualifications*, included as Appendix B to this document. Appendix B describes the general duties of each labor category for positions to be considered under this contract. Additionally, Appendix B details minimum education, certification, and experience requirements for these positions as well as a description of any required FAA certification. Appendix B reflects information current as of the date of this document. The *Contract Support Position Descriptions and Qualifications* will be maintained and may be revised, if needed, by the COTR following contract award. Revisions involving substantive changes to information in the *Contract Support Position Descriptions and Qualifications* will be subject to negotiation if requested by the contractor.

### **7.3 Minimum Education and Experience Requirements**

With the exception of those individuals specifically covered by the provisions of paragraph 7.4 below, all personnel employed in support of this contract are expected to meet specified minimum education and experience requirements for their respective position, as of the date of their appointment. Such minimums are specified for each labor category identified in this document in Appendix B, *Contract Support Position Descriptions and Qualifications*.

### **7.4 Employee Qualifications Review**

Under this contract, the FAA reserves the right to review, at any time, the qualifications of each candidate proposed for a support position to ensure that candidate meets all stated minimum qualifications established for the position for which they are being considered. When submitting task responses for all assigned personnel, the contractor must provide employee experience (e.g., application, resume, etc.). Any qualification information that is questioned or requires verification will be identified to the contractor for action and resubmission. The FAA further reserves the right to deny the appointment of any candidate found to be lacking any of the stated minimum requirements for the task.

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The stated minimum qualifications for positions is intended to ensure candidates have sufficient knowledge, experience and technical skills to be recognized as an expert in the area being considered for assignment. This does not, however, ensure the individual will be suitable to perform in a manner consistent with FAA standards. The FAA will not waive the employment or transfer or promotion of persons who do not meet the minimum experience or education requirements of the position for which they are proposed.

**7.5 Staffing - Allowable Notification of Support Period**

- a) **Instructional Requirements** – The contractor shall be notified via TOs of FAA’s operational requirements for the subsequent period of performance a minimum of six (6) weeks prior to the expiration date of the current contract period. In advance of the beginning of the contract period, and as soon as it is available, the contractor shall provide a report to the COTR identifying support personnel assignments. Unanticipated operational or emergency requirements may be identified additionally on TOs, requiring a minimum of one (1) day’s notice to contractor for support. The contractor shall respond to the COTR in a timely manner to provide proposed support options for the unanticipated operational or emergency requirement.
- b) **Development and Revision Requirements** – Periodically, FAA will have requirements for courseware development or revision of existing courseware. TOs with accompanying Project Work Descriptions (PWDs) may be written for contract support personnel to provide development or revision support services. This support will be based on FAA’s assessment of the hours necessary to provide valid courseware.
- c) **Completion-Scope Requirements** – When FAA requirements can be identified and outlined for instructional support, development, or revision support, the CO will provide notification to the contractor to provide a completion-scope task estimate. The contractor will be provided the necessary requirement details to establish a Firm Fixed Price (FFP) for completion-scope tasks to identify tasks, milestone schedule, deliverables, and contract support personnel. From the date of the CO’s request, a maximum of 30 (thirty) days will be counted for which a proposal is due. FAA will review the proposed FFP completion-scope task provided by the contractor to evaluate the associated risk. If the decision is made for support to be provided, based on FAA’s evaluation of the contractor’s proposal as well as funding availability, the CO will notify the contractor in the form of a Delivery Order (DO).

**7.6 Cancellation Policy**

The Contracting Officer (CO) will give the contractor a minimum of ten (10) calendar days notice of cancellation (from announced scheduled offering start date) for training requirements contracted for classroom instruction services. CO will also provide tasks of at least forty (40) hours per affected instructor for those scheduled offerings cancelled after the ten (10) calendar day limitation or CO will reimburse actual costs incurred by prospective instructors. Contractor determines the option to apply to individual situations and may elect not to require hours at a minimum. This Cancellation Policy shall not apply, however, if said cancellation is a result of funding limits imposed by Congressional or Departmental action or if the contractor is unable to provide the necessary support for requirements.

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**7.7 Prohibited Appointments**

Retired FAA personnel must meet the minimum contract abstention from contract employment as identified by AMS policy.

**7.8 Strike Contingency Plan**

Within thirty (30) days after contract award, the contractor shall have in place a strike contingency plan to ensure continuity of operations in the event of a strike by contract personnel. Contract support services provided under the strike contingency plan shall be at no additional cost to the Government.

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### **7.9 Contract Employee Affiliations**

The contractor must be aware of potential contract employees' affiliations (by blood, marriage, or living arrangement) which should be identified to the FAA at the time of the applicant's initial qualifications review. The contractor must also identify changes in affiliations as they occur. The contractor will factor this information into the assignment of contractor employee to tasks or work area, in order to comply with the Government's human resource management standards as well as the contractor's own standards.

### **7.10 Removal of Employees**

AMA-400 management is solely responsible for the integrity and success of the training program supported by this contract. Accordingly, the FAA reserves the right to request the removal of any contract employee from employment under this contract whenever such action is determined by AMA-400 management to be in the best interest of the Government. If warranted, such requests will be made to the CO requesting the removal of contract personnel from contract.

### **7.11 Special Security Consideration**

Certain security considerations are applicable to all personnel having access to the MMAC campus. As a result, all contract personnel providing direct support under this contract shall be subject to a National Agency Check with Inquiries (NACI) background investigation. This shall be true even where the risk/sensitivity level designation for the position being held does not, in and of itself, require one. Please refer to the following FAA AMS Policy: Section 3.14, 'Security'; and, Section 3.14.2.1 '*Contractor Personnel Security Program*.'

## **Section 8. Contract Employee Training**

### **8.1 Contract Employee Orientation**

In addition to any training that may be authorized in accordance with the following provisions, the FAA shall provide each contract employee with orientation to the methodologies, systems, procedures, and processes utilized by AMA-400 in the completion of its activities. This will be done in acknowledgement of the fact that even fully qualified contract personnel may be unaware of unique practices utilized in FAA's technical training environment. Contract employees must complete associated security, safety and all other training as required by the agency [e.g., Security Awareness Virtual Initiative (SAVI), Information Systems Security (ISS) SAVI, Electrical Safety, etc.]. Some of this training is required to be completed annually. Certificates for training completions are to be provided to the COTR.

### **8.2 Prohibited Training – Contract Employees**

In accordance with United States Code (USC) provisions in Title 49, Section 40108, *Training Schools*, and other applicable authorities, the FAA is generally prohibited from using appropriated funds to provide training for contract personnel if such training is available from commercial sources.

### **8.3 Unique Technical Training**

The FAA may provide training to contract personnel if the training is determined to be technically complex and unavailable from commercial sources. This exception covers all AMA-400 required instructor training which have been determined to be unique training offered only by the FAA. This exception applies to Course 10520, Basic Instructor Training (BIT) as well as other FAA-specific courses covering the development of instructional materials in accordance with FAA standards and practices. AMA-400 is not obligated to provide such training, but may do so if determined to be in the best interest of the Government.

### **8.4 Contractor Training Costs**

In those situations where the FAA is authorized to provide training to contract personnel, it may be provided at no cost to the contractor or contract employee. However, the FAA retains the right to deduct costs incurred for training provided to contract personnel from payments otherwise due to the contractor in specific situations, as described in paragraph 10.2. Also, no contract employee shall be trained at Government cost more than once for any given course.

### **8.5 Required Training – Instructors**

Contract personnel assigned to duties as a classroom instructor, regardless of specialty, shall be required to successfully complete Course 10520, Academy Basic Instructor Training (commonly known as "BIT"). Instructors assigned to perform only laboratory duties are not normally required to complete BIT. Instructors involved in the revision, development, or maintenance of course materials may be required to successfully complete one or more instructional materials development training courses, depending on the specific nature of their duties. The FAA reserves the right to waive these requirements on a case-by-case basis in consideration of an individual's prior experience and training.

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All instructors will be required to learn and become proficient in all safety-related procedures/guidelines on the equipment for which they will be conducting training. The FAA Course Manager or his/her designate will provide this training. Contract instructors teaching on live electrical circuits or energized equipment shall be certified in Cardiopulmonary Resuscitation (CPR) and first aid in accordance with National Fire Protection Association (NFPA) standard NFPA-70E, *Electrical Safety in the Workplace*. Prior to conducting instruction, documentation of certification must be provided to the COTR reflecting required training completions.

#### **8.6 Required Training – Other Positions**

Prior to their utilization under this contract, contract personnel in non-instructor positions, regardless of specialty, shall be fully trained in their area of technical specialization. Accordingly, the FAA does not anticipate any specific training to be required for these individuals. Should a need for training be identified at a later date, the restrictions described in paragraph 9.2 shall apply.

#### **8.7 Remedial Training**

In the event it is determined a contract employee is in need of remedial training, per paragraph 9.1 below, it will be at no cost to the Government. Such remedial training shall be coordinated by the contractor in consultation with the appropriate AMA-400 manager and will be approved in writing by the COTR.

#### **8.8 Remedial Training Limitation**

No contract employee shall be provided remedial training more than one time without the express authorization of the CO or COTR. Absent such authorization in the event a determination is made that an employee requires additional remedial training, the contractor shall be expected to remove the employee from support under this contract.

#### **8.9 Contractor Provided Training**

This document does not require, nor should it be interpreted to encourage, the contractor to provide any training for contract employees that will result in a direct cost to this contract. However, as the FAA considers employee development to be a critical element in employee retention, the contractor may wish to propose a training program for their personnel to provide opportunities for skill enhancement and career advancement. To the extent it can be accomplished without direct charges to the contract, the contractor may propose training to accommodate changes in mission, procedures, and equipment. Prior to implementation of any proposed training program, it will be subject to a risk analysis as well as negotiations.

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**Section 9. Contract Employee Performance**

**9.1 Performance Evaluation System**

The contractor shall establish and maintain a system to monitor and evaluate the performance of every employee under this contract on a regular basis, with a minimum of one evaluation every six (6) months. A copy of each evaluation shall be provided to the COTR.

**9.2 Employee Performance**

A contract employee shall not be permitted to continue in support of this contract in the event it is determined that employee does not meet the following requirements for that position: performance evaluation standards; FAA Academy standards; or, specified minimum experience and/or education qualifications.

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## **Section 10. Instructional Issues**

### **10.1 Instructional Design Approach**

The contractor shall use the Instructional Systems Design (ISD) approach for the development, presentation, and revision of all training materials as applied within AMA-400. This requirement applies to all training delivery systems, including but not limited to: resident; Correspondence study; computer based instruction (CBI); video based instruction; distance learning courses; and, support media. All development, revision, and production is done in accordance with FAA training standards, policies, and guidelines such as, but not limited to, the latest versions of: *Airway Facilities Standards and Guidelines for Course Development* (Volumes I and II); *FAA Standard 028C* for contractor training development efforts; and, FAA Order 3000.10, *Airway Facilities Technical Training Program*. Collaboration with Subject Matter Experts (SMEs) and other project team members will also be necessary for such development, revision, and production.

### **10.2 New Training Materials and Delivery Systems**

The contractor shall be required to transition to new training materials and delivery systems as they are adopted and implemented. Plans and schedules for such transitions shall be developed by AMA-400, which will coordinate with the contractor to ensure sufficient time is allotted for required transition activities.

### **10.3 Course Descriptions**

Descriptions of the various courses managed, maintained, or supported by AMA-400 can be found on the FAA Information Superhighway for Training (FIST) website at <http://fist.faa.gov/AFCoursesAndExams/Search/Courses/Course.htm>. The information presented there should be considered the definitive source of information regarding active courses for all purposes following award.



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## **Section 11. Miscellaneous Issues**

### **11.1 Contracting Officer's Technical Representative (COTR) Information**

Procedural guidance on administrative issues can be found at an Office of Acquisition Services (AMQ) sponsored COTR Information website at [http://amqinet.amc.faa.gov/COTR\\_Info.asp](http://amqinet.amc.faa.gov/COTR_Info.asp).

### **11.2 After Hours Access to MMAC Buildings**

Contract personnel shall request authorization to gain access to MMAC buildings outside the normal hours of operations for evening shift requirements from the CO or the COTR. This requirement applies to the hours between 6:00 p.m. and 6:00 a.m. each week day, all hours on weekends or holidays, and anytime the MMAC is otherwise closed. Further information regarding general access procedures is located on the Aeronautical Center Security Procedures Systems (ACSPS) website at <http://acsp.s.amc.faa.gov/>.

### **11.3 Parking and Traffic Regulations**

The contractor will ensure all contract employees are advised of and adhere to published parking and traffic regulations applicable to the MMAC. For further information, please refer to Aeronautical Center (AC) Order 1600.18G, *Parking and Traffic at the MMAC* which is located at <http://dmis.faa.gov/dmisdata/Ac/AC1600-18G.doc>.

### **11.4 Reserved Parking Spaces**

Reserved parking spaces may be requested in writing through the CO or the COTR for employees with either temporary or permanent disabling conditions. FAA will review and coordinate with government organizations as necessary and advise contractor of outcome. No other requests for reserved parking spaces will be authorized.

### **11.5 Employee Appearance**

Each contract employee shall wear an identification badge while at the MMAC in accordance with existing FAA policies and regulations while at the MMAC. Identification badges will be provided by the FAA at no cost to the contractor.

During all duty hours, contract personnel shall present an appearance appropriate for conduct of the Government's business which shall reflect a positive image to the public and not detract from the professional image of the Government. Contract employees shall be well groomed and dress in a neat, clean, professional manner. The mode of attire for the workplace shall be business casual, although instructors involved with class conduct may be required to wear business dress. Examples of business casual attire include casual slacks (e.g. khakis, Corduroys), dress slacks, dress shirts, casual shirts with collars or banded necks, sweaters, dresses, skirts, or blouses. Shoes shall be neat and clean.

Employee appearance has already been adequately addressed in performance-based terms above so this paragraph is not needed.

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**11.6 Employee Conduct**

Contract personnel shall comply with and adhere to all applicable FAA directives, policies, standards, and procedures. For further information, please refer to HRPM ER-4.1 '*Standards of Conduct*' at <http://www.faa.gov/ahr/policy/hrpm/er/er-4-1.cfm> .

## **Section 12. Quality Assurance and Quality Control**

### **12.1 Quality Assurance**

The contractor shall adhere to all FAA policies and procedures encompassing training programs and learning activities noted in this SOW and its appendices. This program will be administered independently of any contractor evaluation and measurement activities including classroom monitoring, formative and summative evaluation. The FAA quality assurance program shall not be considered a replacement or substitute for contractor accomplishment or monitoring for quality performance of all activities. As requested by the COTR, the contractor shall conduct formal Program Management Review (PMR) meetings to address AMA-400 required metric issues under this contract.

### **12.2 Quality Control**

The contractor shall be responsible for ensuring the quality of service provided by contract personnel, and correspondingly for monitoring, evaluating, etc., the performance of their employees. This does not establish, nor should the contractor assume, any responsibilities for monitoring the quality of FAA programs or products, other than those specified in the contract.

### **12.3 Contractor Quality Control Plan**

Within thirty (30) days after contract award, the contractor shall prepare, implement, and maintain a quality control plan to ensure compliance with all provisions of this document, as well as applicable provisions of the contract. A draft copy of this plan, including any anticipated modifications, shall be included with any proposal submitted in response to this document. Within thirty (30) calendar days after contract award, final copies of the plan, current as of the date of submittal, shall be provided to the CO and COTR as well as to the Quality Reliability Officer (QRO), if applicable. No subsequent changes may be made to the final quality control plan submitted without written approval from the CO.

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**Section 13. Data Reporting**

**13.1 Deliverables - Reports and Data**

As part of their normal administrative activities, the contractor shall provide various reports and data to the CO, COTR, and other FAA offices as needed. These reports and data will include, but are not limited to, those deliverables that are specifically in accordance with contract requirements.

**13.2 Labor Distribution Tracking System**

AMA-400 utilizes a management information system comprised of, in part, a labor distribution reporting (LDR) system established by FAA Order 2700.37, '*Labor Distribution Reporting*.' The primary objective of LDR is to provide accurate visibility of FAA personnel costs so that organizational resources can be effectively applied to enable increased efficiency in achieving FAA's mission and accomplishing organizational performance goals.

As part of their normal duties under this contract, contract personnel will be required to enter LDR data directly into FAA's Consolidated Automated System for Time and Labor Entry (CASTLE) at <https://castle.faa.gov/taldr/> or current applicable FAA Activity Data Tracking System (ADTS) or to provide the required information to the COTR. AMA-400 will determine what method, format of data, and data collection to be used and advise the contractor.

## **Section 14. Transitions**

### **14.1 Contract Transitions**

The contractor shall provide a detailed plan for transitioning to performance under the new contract (phase-in). Uninterrupted provision of the services required by this SOW is critical to AMA-400. For purposes of this SOW, the transition period will be no more than thirty (30) days and shall be defined as the period between contract award and the performance of all identified contract requirements.

At the conclusion of this contract, the contractor will accomplish required phase-out transition activities for thirty (30) days as deemed necessary by AMA-400.

### **14.2 Phase-In Transition**

It is critical that the transition after contract award to a new vendor be accomplished in a well planned, orderly, and efficient manner. The services under this contract are vital to the Government and MUST continue upon contract expiration without interruption. The contract successor will be provided no more than a 30-day transition period. Thus, the technical proposal shall include a detailed phase-in plan. The phase-in plan shall:

- a) Include details to minimize disruption and start-up requirements;
- b) Consider recruiting, hiring, training, and security limitations;
- c) Include coordinating with current instructional contractor; and,
- d) Consider any other special considerations of the prospective provider.

This plan must be ready to implement after contract award and must address the offerors' proposed plan for conducting the transition of operations from the incumbent contractor. The phase-in plan shall clearly outline the steps, processes, and tasks the contract will take to ensure a timely and effective transition. The phase-in plan must address, as a minimum, the following:

- a) Overall timelines outlining the 30-day phase-in process;
- b) Mechanism(s) used to ramp up to required staffing levels, meeting specific qualifications, and education requirements;
- c) Number and position title(s), including resumes, of all personnel known at the time proposal was submitted to the Government;
- d) Steps that address and meet contractual roles and responsibilities;
- e) Arrangements for any needed orientation or cross-training of respective staff to ensure quality of performance;
- f) Method(s) to identify and merge existing incumbent contractor files, project notes, developed courseware materials, etc., specified by TO;
- g) Process to ensure ALL on-going task requirements are identified and reviewed to ensure contractor commitments meet specifications outlined in the TO;

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- h) Ensure all equipment requirements are identified and in place to meet the conditions of the contract;
- i) Methods to be used for identifying present project, tasks, or requirements status and transferring the management of these project, tasks, or requirements without interruption and loss of quality;
- j) Have a designated person(s) to respond quickly and identify solutions based on unanticipated problems resulting during the transition period;
- k) Inventory government equipment and inspect public facilities to be used by the contractor;
- l) Ensure all required safety and security training as specified in the contract are completed within the 30-day transition period.

## **APPENDIX A**

### **Contract Support Task and Subtask Descriptions**

Information regarding the tasks, subtasks and their descriptions  
for use in connection with the solicitation for

**FAA ACADEMY TECHNICAL OPERATIONS TRAINING DIVISION**

**DTFAAC-07-R-00018**

**June 5, 2007**

Prepared by Technical Operations Training Division Contract Team

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**Support Tasks and Subtasks Descriptions**

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**Task 1. Instructor Training and Delivery**

**1.1 Scope of the Task - Instruction**

The contractor shall provide instructors who will be responsible for providing instructional delivery of FAA technical training and maintenance of course materials, utilizing all applicable media.

The requirement centers primarily on the instructional delivery of FAA Academy Technical Operations Training Division (AMA-400) technical training. This includes theoretical and practical training in one or more subjects on assigned National Airspace System (NAS) equipment and systems for field technical experts involved with the maintenance and certification of such equipment and systems. Delivery of instructional courses is in accordance with FAA training procedures, guidelines, and methodologies. Instructors are required to follow prepared lesson plans and ensure stated course objectives are presented. Instructors will utilize such teaching methods as lecture, lab demonstrations, remedial discussion, and coaching. The instructor uses teaching aids such as, but not limited to: lesson plans, student guides, lab guides, handouts, wall charts, prepared notes, and actual lab equipment.

Contract instructors may also be required to collaborate with FAA Subject Matter Experts (SMEs) regarding revision and maintenance of course materials.

Support requirements for this task are variable and will be communicated through Task Orders (TOs) outlining specific instructional delivery tasks as the need is identified.

**1.2 Task Requirements**

This subtask requires the instructional delivery and supervision of instructors to support AMA-400 technical training delivery requirements. Instructional training will be delivered in accordance with training lesson plans, course outline, or other course requirements. Instructors will conduct training and perform course revision and maintenance when required.

The curriculum will revolve around the need to train technicians and engineers on specific maintenance and repair techniques so they can obtain equipment certification to be given responsibility to work on identified NAS systems. The curriculum generally consists of classroom lecture followed by hands-on laboratory exercises to allow monitoring of the student's ability to demonstrate proficiency.

The instructor will also perform various classroom administration duties, following AMA-400 guidelines and policies, including, but not limited to:

- a) Conducting student orientation on the first day of class as indicated on the Student Orientation Briefing slides;
- b) Taking initial roll call, indicating any changes and notifying FAA management regarding any No Show's;
- c) Maintaining a class roster;
- d) Submitting final grades to the appropriate FAA management office;
- e) Identifying the need for additional classroom resources and communicating these needs to the appropriate FAA management office; and,
- f) Proposing recommendations for improvements, based on class outcomes at the conclusion of each class, to the appropriate FAA management office.

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#### **1.3 Time of Work**

Support for this task will be required during normal office hours, generally accepted as between the hours of 7:00 a.m. and 3:30 p.m. While occasional activity outside these hours is possible to support evening sessions or meetings,

#### **1.4 Evening Shift Work**

Except for those periods where class schedules or meetings necessitate such activity, no evening shift work is anticipated in this task between the hours of 6:00 p.m. and 6:00 a.m.

#### **1.5 Alternate Work Schedule (AWS)**

The FAA does not establish any requirement for the contractor to utilize any type of AWS under this task. If such utilization is proposed, the contractor will be expected to demonstrate the benefit to be realized by the FAA and how potential risks associated with such utilization are to be minimized. Further, the FAA requires that any proposed use of AWS by the contractor ensures task requirements will take precedence over work schedule preferences.

#### **1.6 Travel**

Support under this contract rarely requires contract personnel to travel as part of their normal assigned duties. Any necessary travel will be restricted within the confines of the territories and possessions of the United States (US). Reimbursement of travel expenses will be in accordance with provisions found in the Statement of Work (SOW).

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**Task 2. Contract Management and Administration**

**2.1 Scope of the Task – Contract Management**

The contractor shall provide a Project Manager to provide oversight and management of all contract personnel employed in direct support of this contract. The contractor shall also provide first-line supervisory and administrative support positions needed for the administration of this contract. The project management and administrative support positions are proposed as direct cost to this contract.

FAA requirements in this task, namely the Project Manager, First-line Supervisor(s), and Administrative Assistant positions, are expected to remain constant throughout the life of this contract. Whatever positions are requested by the contractor, and approved through negotiations with the FAA, shall be fully dedicated to this contract and shall not be utilized by the contractor in support of other activities without the express approval of the CO. All of these positions shall nevertheless be subject to additional negotiation in the event changes arise in the projected workload of the other tasks under this contract.

**2.2 Task Requirements**

This task will require a full-time Project Manager to provide oversight of contract personnel and to ensure the tasks assigned to contract personnel are completed in accordance with the terms of the contract. Under the direction of project management, first-line supervisor(s) perform all necessary functions to effectively and efficiently manage the personnel under his/her supervision as well as convey accountability and performance expectations for assigned personnel. This task also requires administrative support to provide for the execution of contract requirements. This task will require the contractor to provide time-accounting of contractor personnel using FAA's Consolidated Automated System for Time and Labor Entry (CASTLE) for labor distribution reporting (LDR). The contractor project management shall have the authority to represent the contractor in dealing with on-site FAA Contracting Officer's Technical Representative (COTR).

**2.3 Dedicated Contract Management**

The Project Manager shall be fully dedicated to this contract and shall not be utilized by the contractor in support of other activities without the express approval of the Contracting Officer (CO). Requirements for the First-line Supervisor(s) and Administrative Assistant shall be subject to negotiation.

**2.4 Contract Management Authority**

The Project Manager shall have full authority to act on behalf of the contractor, and any limitations to this authority shall be clearly indicated in the contractor's proposal.

**2.5 Time of Work**

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Support for this task will be required during normal office hours, generally accepted as between the hours of 7:00 a.m. and 3:30 p.m. While occasional activity outside these hours is possible, none is currently anticipated.

#### **2.6 Evening Shift Work**

Other than those possible exceptions identified by the FAA, no evening shift activity is anticipated between the hours of 6:00 p.m. and 6:00 a.m. in the conducting of this task.

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**2.7 Alternate Work Schedule (AWS)**

The FAA does not establish any requirement for the contractor to utilize any type of AWS under this task. If such utilization is proposed, the contractor will be expected to demonstrate the benefit to be realized by the FAA and how potential risks associated with such utilization are to be minimized. Further, the FAA requires that any proposed use of AWS by the contractor ensures task requirements will take precedence over work schedule preferences.

**2.8 Travel**

Support under this contract rarely requires contract personnel to travel as part of their normal assigned duties. Any necessary travel will be restricted within the confines of the territories and possessions of the US. Reimbursement of travel expenses will be in accordance with provisions found in the SOW.

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#### **Task 3. Computer Operator**

##### **3.1 Scope of the Task – Computer Operation**

The contractor shall provide a Computer Operator who will be responsible for operation of the HOST mainframe computer system utilized in technical training of FAA Air Traffic System Specialists (ATSSs). This encompasses maintaining operating system availability which consists of resolution/coordination of replacement/repairs to HOST hardware. Additional responsibilities include updating, configuring and optimizing operating system software.

##### **3.2 Task Requirements**

This task requires resolving a variety of difficult operating problems (e.g., making unusual equipment connections and rarely used equipment and channel configurations to direct processing through or around problems in equipment, circuits, or channels as well as reviewing test run requirements and developing unusual system configurations that will allow test programs to process without interfering with ongoing job requirements). The Computer Operator may be required to deviate from standard procedures in response to computer output instructions and error conditions in order to avoid loss of information or conserve computer time. Such actions may materially alter the computer unit's production plans. This may entail spending considerable time away from the control station to provide technical assistance to lower level operators and to assist programmers, systems analysts and subject matter specialists in resolving problems.

##### **3.3 Time of Work**

Support for this task will be required during normal classroom hours, generally accepted as between the hours of 7:00 a.m. and 3:30 p.m.

##### **3.4 Evening Shift**

The Computer Operator task may be required during evening shift hours, generally accepted as between the hours of 3:30 PM and 12:00 PM in support of evening shift classes. Evening shift and, rarely, weekend hours may also be required for the Computer Operator to affect maintenance and/or repairs that would otherwise conflict with daytime or evening shift classes.

##### **3.5 Alternate Work Schedule (AWS)**

The FAA does not establish any requirement for the contractor to utilize any type of AWS under this task. If such utilization is proposed, the contractor will be expected to demonstrate the benefit to be realized by the FAA and how potential risks associated with such utilization are to be minimized. Further, the FAA requires that any proposed use of AWS by the contractor ensures task requirements will take precedence over work schedule preferences.

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**3.6 Travel**

Support under this contract rarely requires contract personnel to travel as part of their normal assigned duties. Any necessary travel will be restricted within the confines of the territories and possessions of the US. Reimbursement of travel expenses will be in accordance with provisions found in the SOW.

**3.7 Level of Effort**

Support requirements for this task are variable and will be communicated when the need is identified through Project Work Descriptions (PWDs) which outline requirements and milestones.

## **Appendix A**

### **Support Tasks and Subtasks Descriptions**

#### **Task 4. Development and Revision**

##### **4.1 Scope of the Task – D&R**

The contractor shall provide personnel capable of developing new and revising completed course materials and support media for resident, field-conducted, and self-paced training programs. The contractor may be required to develop and revise course content for correspondence study, computer-based instruction (CBI), and video-based distance learning courses and support media. Specific project requirements will dictate which development and revision subtasks are exercised.

##### **4.2 Task Requirements**

This task requires the following subtasks:

###### **Subtask 4.2.1 Task Requirements for Instructor Developing and Revising**

This subtask requires individuals to serve as SMEs for researching and providing technical expertise to be used in course development or revision projects. These individuals may be required to develop or revise teaching aids such as, but not limited to, wall charts, prepared notes, web casts, training handbooks, lesson plans, and other course documentation to ensure the technical accuracy of the training content.

###### **Subtask 4.2.2 Task Requirements for Graphic Artist**

This subtask requires development of graphic design for course books, instructor guides, wall charts, transparencies, posters, charts, slides, door signs and any documents required to support AMA-400 operational training delivery and development requirements. These individuals work with the courseware development team to design graphics/visuals in the preparation of instructional lessons and technical training materials. Duties may include, but are not limited to:

- a) Developing graphics to support various media used within the technical training curriculum;
- b) Developing/designing computer graphics and visual effects;
- c) Integrating graphics into training materials and other documents through utilization of layout design principles as well as desktop publishing concepts and methods;
- d) Conceptualizing appropriate graphics and creating designs suitable for technical training materials;
- e) Employing macros and imbedded graphics as appropriate;
- f) Archiving course documents; and,
- g) Maintaining a graphics library.

###### **Subtask 4.2.3 Task Requirements for Technical Writing**

Technical Writer personnel will be required to develop, compose, proofread and edit technical as well as administrative material for reports, manuals, briefings, proposals, instruction books, catalogs, and related publications in support of this task. Technical Writer duties include:

- a) Collaborating with SMEs and other project team members;
- b) Researching manuals, reports, and other material to become familiar with technologies, methods, agency policies, and tools for integration of new initiatives;



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- c) Organizing material and completing writing assignments in accordance with standards regarding order, clarity, conciseness, style and terminology;
- d) Reviewing published materials and recommending revisions or changes in scope, format, content and media selection;
- e) Maintaining records and files of work and revisions;
- f) Selecting photographs, drawings, sketches, diagrams and charts to illustrate technical training materials; and,
- g) Assisting in lay out of materials for publication (may arrange for production and distribution of material).

#### **4.3 Time of Work**

Support for this task will be required during normal office hours, generally accepted as between the hours of 7:00 a.m. and 3:30p.m. While occasional activity outside these hours is possible, none is currently anticipated.

#### **4.4 Evening Shift Work**

No activity is anticipated in this task between the hours of 6:00 p.m. and 6:00 a.m.

#### **4.5 Alternate Work Schedule (AWS)**

The FAA does not establish any requirement for the contractor to utilize any type of AWS under this task. If such utilization is proposed, the contractor will be expected to demonstrate the benefit to be realized by the FAA and how potential risks associated with such utilization are to be minimized. Further, the FAA requires that any proposed use of AWS by the contractor ensures task requirements will take precedence over work schedule preferences.

#### **4.6 Travel**

Support under this contract rarely requires contract personnel to travel as part of their normal assigned duties. Any necessary travel will be restricted within the confines of the territories and possessions of the US. Reimbursement of travel expenses will be in accordance with provisions found in the SOW.

#### **4.7 Level of Effort**

Support requirements for this task are variable and will be communicated when the need is identified through Project Work Descriptions (PWDs) which outline requirements and milestones.

## **APPENDIX B**

### **Contract Support Position Descriptions And Qualifications**

Information regarding the position description and  
Qualifications of specific labor categories required  
for use in connection with the solicitation for

**FAA ACADEMY TECHNICAL OPERATIONS TRAINING DIVISION**

**DTFAAC-07-R-00018**

**May 25, 2007**

Prepared by Technical Operations Training Division Contract Team

**Appendix B**  
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**GENERAL OVERVIEW**

**Labor Category Definitions**

Labor categories used in this document have, wherever possible, been extracted from the Service Contract Act (SCA) Directory of Occupations, which can be found online at <http://www.wdol.gov/library.html>. These labor categories, as used within this document, shall have the meaning set forth in the most current edition of that publication.

**Minimum Education/Experience Requirements**

All personnel employed in support of this contract are expected to meet any specified minimum experience and/or education requirements for their respective position, as of the date of their appointment. Such minimums are specified for each labor category identified in this document.

**General Requirement – All Labor Categories**

Regardless of labor category, all personnel employed in support of this contract shall be expected to be familiar with the operation of Personal Computers (PCs), standard operating systems equivalent to those used by the FAA, and standard application software equivalent to that utilized in their proposed position.

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**SECTION 1. INSTRUCTIONAL TRAINING DELIVERY**

Instructional training centers primarily on the instructional delivery of FAA technical training. This includes theoretical and practical training in one or more subjects on assigned National Airspace System (NAS) equipment and systems for field technical experts involved with the maintenance and certification of such equipment and systems as well as maintenance of course materials, utilizing all applicable media.

**1.1 Instructor Position Description**

Under the direction of the contract Project Manager, instructors are required to provide the instructional delivery of technical training of those courses managed by the FAA Academy Technical Operations Training Division (AMA-400). This includes theoretical and practical training in one or more subjects on assigned NAS equipment and systems for field technical experts involved with the maintenance and certification of such equipment and systems. All technical instruction is done in accordance with FAA training standards, policies, and guidelines such as, but not limited to, the latest version of FAA Order 3000.10, *Airway Facilities Technical Training Program*. The instructor:

- a) Delivers training of instructional courses.
- b) Conducts classroom administration, to include, but not limited to:
  - 1) Student orientation on the first day of class using the Student Orientation Briefing slides;
  - 2) Taking initial roll call, indicating any changes and notifying FAA management regarding any No Show's;
  - 3) Maintaining a class roster;
  - 4) Submitting final grades to the appropriate FAA management office; and,
  - 5) Providing feedback and/or recommendations based on observations and student comments to the appropriate FAA management office.
- c) Identifies the need for additional classroom resources and communicating these needs to the appropriate FAA management office.
- d) Proposes recommendations for improvements based on class outcomes to the appropriate FAA management office at the conclusion of each class.
- e) Follows prepared lesson plans and ensures stated course objectives are presented. (Lesson plans and student materials provide a roadmap for the delivery and identified expected outcomes.)
- f) Measures student performance by using skill practices and tests.
- g) Uses course curriculum to help ensure that operational objectives are achieved.
- h) Utilizes such teaching methods as lecture, lab demonstrations, remedial discussion, and coaching.
- i) Uses teaching aids such as, but not limited to: lesson plans, student guides, lab guides, handouts, wall charts, prepared notes, and actual lab equipment.

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- j) Is required to learn and become proficient on all safety-related procedures and guidelines regarding the equipment on which they will be conducting training. (This training will be provided, as required, by the FAA Course Manager or his/her designate.)

1.1.1 Minimum Qualification Requirements – Instructor

- a) Education: Shall have at least two (2) years of any of the following:
- 1) Electronics Technology, or
  - 2) Electrical Engineering Degree from an accredited College or University (Baccalaureate or Associate), or
  - 3) Two year certificate in Electronic Technology or Electro-Mechanics Technology, or
  - 4) Government or Private Sector in Electronics Technology or Electro-Mechanics Technology training.
- b) Experience: Shall have at least four (4) years in any combination of the following positions:
- 1) Government or Private Industry Electrical Engineering, Electronics Technology, Electro-Mechanics Technology position, or
  - 2) Government or Private Industry Electronics Technology or Mechanical Electronics Technology instruction position.
- b) Specialized Experience: Two distinct areas of specialty apply. Specialized experience in the identified areas must be satisfied to work in the designated area.
- For the designated systems of Radar, Navigation, Communication, Environmental, and Electromechanical, shall have a minimum of two (2) years experience in any combination of the following:
    - 1) Government or Private Industry system maintenance, or
    - 2) Government or Private Industry system engineering or design, or
    - 3) Government or Private Industry system instruction.

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- For other systems (Automation and Information Technology), shall have a minimum of two (2) years experience in any combination of the following:
  - 1) Government or Private Industry system maintenance, or
  - 2) Government or Private Industry system engineering or design, or
  - 3) Government or Private Industry system instruction.

1.1.2 Instructor Certification

- a) These positions do not require FAA equipment certification.

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**SECTION 2. CONTRACT MANAGEMENT AND ADMINISTRATION**

AMA-400's primary mission is providing complex technical training to engineers, technicians, environmental specialists and programmers who improve and maintain the reliability of the NAS. The contractor shall furnish project management, supervisory and administrative support positions that are required for the management/administration of this contract and are proposed at direct cost to this contract. Positions other than a Project Manager, First-line Supervisor, and Administrative Assistant shall be subject to negotiation.

**2.1 Project Manager Position Description**

The Project Manager is responsible for providing administration of the instructional services contract through oversight and management for all complex technical services directly affecting the AMA-400 technical training contract. The Project Manager will:

- a) Serve with the ability to conduct overall responsibility for organizational day-to-day planning, direction, and timely execution in order to meet the requirements set forth in this contract.
- b) Enforce and provide oversight of the contract quality control plan, applicable to all deliverable products, outlined in Schedule B.
- c) Provide oversight of contract personnel and ensure tasks assigned to contract personnel are completed in accordance with the terms of the contract and meet long-range training plans.
- d) Provide direction to the first-line supervisor(s), ensuring that all necessary functions are performed effectively and efficiently in managing the personnel under his/her supervision.
- e) Communicate about areas of accountability and performance expectations of assigned personnel with company and Governmental counterparts.
- f) Demonstrate and provide leadership regarding employee relations through effective communications, coaching, training, and development.
- g) Demonstrate and provide leadership in problem resolution to facilitate faster and improved working relationships.
- h) Ensure compliance with contract requirements and standards regarding cost control, waste reduction, quality, and safety; Complete on-time delivery of contract deliverables; Ensure on-site compliance with state and Federal regulations.
- i) Provide time-accounting of contractor personnel using FAA's Consolidated Automated System for Time and Labor Entry (CASTLE) for labor distribution reporting (LDR) and/or current applicable Activity Data Tracking System (ADTS).
- j) Provide required administrative support for the execution of this contract requirement.



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- k) Coordinate with FAA operational training delivery and development requirements in providing the necessary program status and obtaining customer feedback; Perform performance reviews for directly supervised employees; Recommend and/or implement, as applicable, new processes where needed to improve quality or on-time delivery of contract deliverables; Recommend and lead efforts to improve existing processes to improve quality or on-time delivery.

The FAA also considers it essential that the contractor's on-site Project Manager have full authority to manage day-to-day contractor operations and the authority to represent the contractor in dealings with the Contracting Officer (CO) or Contracting Officer's Representative (COR).

#### **2.1.1 Minimum Qualification Requirements – Project Manager**

- a) Education: A Bachelor of Arts (BA), Bachelor of Science (BS), or Master of Science (MS) is recommended. High school Diploma or General Equivalency Diploma (GED) is required.
- b) Experience: At least five (5) years experience in the management and administration of efforts of scope and complexity comparable to that anticipated under this contract. Such experience may have been gained in administrative, professional, technical, or other responsible work in any combination within the following positions in Government or Private Industry.

Requires the ability to:

- 1) Lead change and achieve results;
- 2) Lead people and build relationships;
- 3) Meet organizational goals;
- 4) Formulate and execute budget;
- 5) Analyze problems to identify significant factors, gather pertinent data, and recognize solutions;
- 6) Plan and organize work; and,
- 7) Communicate effectively orally and in writing.

Exceptions to qualifications shall be considered for candidates who possess: exceptional credentials; previous experience as an FAA supervisor, manager or program manager; or, closely related experiences not meeting minimum qualification criteria. Those candidates will be considered for this position provided that a written request for waiver of qualifications is submitted to the FAA and approved in advance of the candidate's selection. Each request for exception shall be considered on an individual basis.

#### **2.1.2 Project Manager Certification**

- a) This position does not require FAA certification.

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**2.2 First-line Supervisor Position Description**

Under the direction of the contract Project Manager, the First-line Supervisor(s) performs all necessary functions to effectively and efficiently manage the personnel under his/her supervision. Supervisory support entails day-to-day supervision of contractor personnel at a minimum of 25 employees to 1 supervisor. This rate may be subject to adjustment by the FAA. The First-line Supervisor(s):

- a) Communicates about areas of accountability and performance expectations of assigned personnel.
- b) Oversees daily activities to maximize scheduling and real-time utilization of resources; Analyzes contract requirements and based on employees' skills recommends employee work assignments; Interfaces with FAA to ensure coordination of schedules and schedule adherence.
- c) Provides input on local conditions, identifies needs, and receives direction on real-time staffing increases or decreases.
- d) Enacts contingency plans as needed; Identifies potential problems, troubleshoots, escalates issues to contract management if required; Participates in analysis of problems and provides input for future process improvements; Develops and implements recovery plans for off-schedule and unanticipated requirements.
- e) Reviews ongoing performance results to meet targets; Takes corrective actions as necessary.
- f) Participates in daily, weekly, monthly, and annual planning process as appropriate.
- g) Keeps immediate contract management promptly and fully informed of all problems or unusual matters of significance; Takes prompt, corrective action where necessary or suggests alternative courses of action.
- h) Determines standards of performance as a basis for progress review of assigned personnel; Ensures proper training of assigned personnel; Develops individuals for future contract task requirements.
- i) Ensures quality control and quality assurance of effort and delivery of training by monitoring assigned personnel; Coordinates with customers to obtain customer feedback and provide necessary program status.
- j) Provides effective feedback and/or remedial guidance to assigned personnel; Monitors time and attendance.
- k) Performs other duties and responsibilities as required or requested; Performs all duties and responsibilities in a timely and effective manner in accordance with established contractor policies to achieve the overall objectives of this position.

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**2.2.1 Minimum Qualification Requirements – First-line Supervisor**

- a) Education: A BA or BS degree is recommended. High School Diploma or GED is required.
- b) Experience: At least three (3) years of supervisory experience.

Exceptions to qualifications shall be considered for candidates who possess: exceptional credentials; previous experience as an FAA supervisor, manager or program manager; or, closely related experiences not meeting minimum qualification criteria. Those candidates will be considered for this position provided that a written request for waiver of qualifications is submitted to the FAA and approved in advance of the candidate's selection. Each request for exception shall be considered on an individual basis.

**2.2.2 First-line Supervisor Certification**

- a) These positions do not require FAA certification.

**2.3 Administrative Assistant Position Description**

Under the direction of the contract Project Manager, the Administrative Assistant performs all necessary functions to effectively and efficiently conduct administrative support duties required for direct support of this contract. The Administrative Assistant:

- a) Displays working knowledge of office procedures, operations, and practices.
- b) Performs related administrative duties such as: answers telephones to refer callers or furnish information; files documents; operates copying machine; and, distributes or prepares documents to be mailed.
- c) Types correspondence, reports, and other material with responsibility for sentence structure, grammar, and spelling; Uses PC-based word processing software such as Microsoft Word®, other Microsoft Office® programs, and electronic mail applications.
- d) Arranges for meetings; Anticipates need for information, performs research, and prepares briefing materials; Follows up on projects resulting from meetings to ensure that internal office tasks and schedules are met.
- e) Makes travel arrangements as needed.
- f) Provides assistance to support budget, personnel and payroll functions.
- g) Assists in devising office procedures and practices to be followed.
- h) Maintains needed office supplies, equipment, publications, and forms; Identifies deficiencies to contract Project Manager.

Little or no subject-matter knowledge is required, but the Administrative Assistant needs to choose the proper procedure for each task.

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2.3.1     Minimum Qualification Requirements – Administrative Assistant

- a) Education: High School Diploma or GED is required.
- b) Experience: One (1) year experience, within the last three (3) years, in general office administration.
  - 1) Typing skill of 50 words per minute at 90% accuracy;
  - 2) Experience using word processor software and electronic mail applications; and,
  - 3) Skill in spelling, oral communication, and writing.

2.3.2     Administrative Assistant Certification

- a) This position does not require FAA certification.

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**SECTION 3. COMPUTER OPERATOR**

The Computer Operator is responsible for operation of the HOST mainframe computer system utilized in technical training of FAA Air Traffic System Specialists (ATSSs). This encompasses maintaining operating system availability, consisting of resolution/coordination of replacement/repairs to HOST hardware. Additional responsibilities include updating, configuring and optimizing operating system software.

**3.1 Computer Operator Position Description**

Under the direction of the contract Project Manager, the Computer Operator resolves a variety of difficult operating problems (e.g., making unusual equipment connections and rarely used equipment and channel configurations to direct processing through or around problems in equipment, circuits, or channels as well as reviewing test run requirements and developing unusual system configurations that will allow test programs to process without interfering with ongoing job requirements). The Computer Operator:

- a) Responds to computer output instructions and error conditions; May have to deviate from standard procedures to avoid loss of information or to conserve computer time.
- b) May spend considerable time away from the control station to provide technical assistance to lower level operators and assist programmers, systems analysts, and subject matter specialists in resolving problems.
- c) Uses knowledge of varied and advanced functions of En Route Automation for NAS systems and software within En Route Host.
- d) Has working knowledge of, but not limited to, Multiple Virtual Storage (MVS) and Virtual Machine (VM).
- e) May have knowledge of varied and advanced functions of En Route Automation Modernization (ERAM) and NAS Monitor.
- f) Ensures system integrity and availability to meet training lab requirements by:
  - 1) Preparing equipment for lab sessions;
  - 2) Assisting lab instructors as required;
  - 3) Providing feedback to the appropriate FAA management office regarding any impacts that may affect lab schedules; and,
  - 4) Performing required operator maintenance to ensure peripheral devices (e.g. high speed printer, tape drives) are operational and available.

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3.1.1 Minimum Qualification Requirements – Computer Operator

- a) Education: High School Diploma or GED and documented recent formal training in computer operation are required.
- b) Experience: At least four (4) years computer operations with either mainframe or mini-main frame computer systems, which demonstrates the complete ability to control the computer system [including hardware, peripherals, and all appropriate software programs (MVS, VM, and NAS Monitor), and operating systems] through system keyboard inputs and equipment switches.

3.1.2 Computer Operator Certification

- a) These positions do not require FAA equipment certification.

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**SECTION 4. DEVELOPMENT AND REVISION**

Development and revision personnel are capable of developing new course materials as well as revising completed course materials and support media for resident, field conducted, and self-paced training programs. These personnel are responsible for developing and editing instructional lessons as well as AMA-400 training-related documents. Technical training materials include course books, instructor guides, wall charts, transparencies, posters, charts, slides, door signs, and any required documents to support instructional delivery requirements. Development and revision personnel shall possess abilities to develop, compose, proofread, and edit reports, manuals, briefings, proposals, instruction books, catalogs, and related publications in support of this contract. The specific project(s) requirements will dictate what development and revision subtasks are required.

**4.1 Instructor Development and Revision Position Description**

Under the direction of the contract Project Manager, development and revision is to be performed on resident, field, and self-paced technical training courses. In addition, these personnel provide content input and review for development and revision of distance learning courses, which include computer-based instruction (CBI), video-based, and correspondence study. All development and revision is done in accordance with FAA training standards, policies, and guidelines such as, but not limited to, the latest versions of: *Airway Facilities Standards and Guidelines for Course Development* (Volumes I and II); *FAA Standard 028C* for contractor training development efforts; and, *FAA Order 3000.10, Airway Facilities Technical Training Program*. Collaboration with SMEs and other project team members will also be incorporated for such development, revision, and production. Instructor development and revision personnel:

- a) Serve as SME, researching and providing the technical expertise to be used in course development or revision project(s).
- b) Develop or revise training materials such as wall charts, prepared notes, web cast scripts, training handbooks, lesson plans, exams, and other course documentation to ensure the technical accuracy of training content; Ensure inclusion of all safety-related procedures and guidelines within the development and revision of assigned equipment courseware.
- c) Deliver instructional materials in accordance with training requirements and delivery milestones.
- d) Write, proofread, and edit training documentation and materials for objectivity, writing style, manner of presentation, and format.
- e) Demonstrate experience in Microsoft Office© (specifically Word, Excel and PowerPoint) and other software applications utilized to develop text-based documentation; Perform minor modifications to existing documentation.

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#### **4.1.1 Minimum Qualification Requirements – Instructor Development and Revision**

This position requires meeting instructor minimum qualification education and experience requirements previously described in this appendix under Section 1, *Instructional Training Delivery*.

- a) Education: Refer to Appendix B, Subsection 1.1.1.a.
- b) Experience: Refer to Appendix B, Subsection 1.1.1.b.
- c) Specialized Experience: Refer to Appendix B, Subsection 1.1.1.c.

#### **4.1.2 Instructor Development and Revision Certification**

- a) These positions do not require FAA certification.

## **4.2 Graphic Artist Position Description**

Under the direction of the contract Project Manager, the Graphic Artist is responsible for the development and production of technical designs and illustrations for educational or informational purposes in support of new and revised FAA training courses. All development, revision, and production is done in accordance with FAA training standards, policies, and guidelines such as, but not limited to, the latest versions of the *Airway Facilities Standards and Guidelines for Course Development*, Vols. I and II, the *FAA Standard 028C* for contractor training development efforts, and *FAA Order 3000.10, Airway Facilities Technical Training Program*. Collaboration with SMEs and other project team members will also be incorporated for such development and revision. The Graphic Artist:

- a) Develops graphics to support various media used within the technical training curriculum.
- b) Ensures communication of technical ideas and information are conveyed accurately and clearly.
- c) Creates designs and graphics from rudimentary sketches, photographs, and/or general descriptions to fulfill training requirements.
- d) Collaborates with writers, editors and other production staff to produce a finished product.
- e) Demonstrates experience in Microsoft Office© (specifically Word, Excel, PowerPoint) and other software applications.
- f) Executes the full range of graphic production processes from initial concept to finalized graphic development for incorporation into training materials and documents.
- g) Maintains a graphics library of completed designs.
- h) Maintains records and files of all work under this contract; Tracks all version changes.



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- i) Transfers, merges, and adjusts designs, graphics, and layouts as identified.
- j) Incorporates photographs, drawings, sketches, diagrams, charts, and schematics into training materials, as required.
- k) Develops or revises technical schematics and diagrams, based on provided examples, to be used as wall posters, training handouts, and/or inclusion in training documentation.

#### **4.3.1 Minimum Qualification Requirements – Graphic Artist**

- a) Education: High School Diploma or GED and documented recent formal training in graphic illustration are required.
- b) Experience: At least three (3) years of recent, practical, and recognizable experience in:
  - 1) Graphic design (electronic and print);
  - 2) Technical illustration;
  - 3) Photographic enhancement;
  - 4) Integration of photographs, graphics, or illustrations for publishing and printing; Preparation of camera-ready photographs, graphics, or illustrations for reproduction in various technical training, instructional, and reference materials;
  - 5) Uses tools to create and modify photographs, graphics or illustrations utilized in various technical training and instructional materials consisting of, but not limited to:
    - i. Adobe© Suite of Products (i.e. Illustrator©, Photoshop©);
    - ii. Corel© Suite of Products (i.e. Draw©);
    - iii. Visio©; and,
    - iv. Microsoft© Office Suite programs.

#### **4.3.2 Graphic Artist Certification**

- a) These positions do not require FAA certification.

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### **4.3 Technical Writer Position Description**

Under the direction of the contract Project Manager, the Technical Writer handles development and production of technical training and instructional materials for new and revised FAA courses, training aids, and prototype training materials in order to ensure course design meets training objectives. This requires assistance in the development and editing of training materials including, but not limited to: instructional lessons; scripts; story boards; lesson plans; course books; instructor guides; transparencies; posters; charts; slides; training publications; course control documentation; and, other instructional supporting materials. These duties frequently involve extensive use of macros and embedded graphics. Writer personnel will be required to develop, proofread and edit training material for reports, manuals, briefings, proposals, instruction books, catalogs, and related publications in support of this task. All development, revision, and production is done in accordance with FAA training standards, policies, and guidelines such as, but not limited to, the latest versions of: *Airway Facilities Standards and Guidelines for Course Development* (Volumes I and II); *FAA Standard 028C* for contractor training development efforts; and, *FAA Order 3000.10, Airway Facilities Technical Training Program*. Collaboration with SMEs and other project team members will also be incorporated for such development, revision, and production. The Technical Writer:

- a) Writes, proofreads, and edits technical training content in all delivery media for objectivity, consistency, writing style, manner of presentation, and format.
- b) Incorporates graphics, photographs, drawings, sketches, diagrams, and charts for illustration purposes for use in technical training, instructional, and reference materials.
- c) Generates technical training, instructional, and reference materials for publication.
- d) Maintains records and files of all work, tracking all version changes.
- e) Reads manuals, reports, and other material to become familiar with evolving technologies, methods, agency policies, and tools for integrating new initiatives.
- f) Demonstrates experience in Microsoft Office© (specifically Word, Excel, PowerPoint) and other software applications.

#### **4.3.1 Minimum Qualification Requirements – Technical Writer**

- a) Education: High School Diploma or GED is required.
- b) Experience: Shall have at least three (3) year of practical, recognizable experience in the following:
  - 1) Effective written and verbal communications;
  - 2) Proofreading skills with emphasis on quality and clarity;
  - 3) Microsoft Office© (specifically Word, Excel, PowerPoint), Adobe Acrobat©, and Graphic© software (to develop simple graphics, perform minor modifications to existing graphics, and/or reformat graphics for publication purposes);
  - 4) Editing and reformatting written or electronic drafts;

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- 5) Performing page and graphics layouts; and,
- 6) Proper selection and use of the English language and grammar.

4.3.2 Technical Writer Certification

- a) These positions do not require FAA certification.

## **APPENDIX C**

### **Contract Technical Course Offering Price Document**

Information regarding the tasks, subtasks and their descriptions  
for use in connection with the solicitation for

**FAA ACADEMY TECHNICAL OPERATIONS TRAINING DIVISION**

**DTFAAC-07-R-00018**

**May 25, 2007**

Prepared by Technical Operations Training Division Contract Team

## Procurement Sensitive Material

Course #	Course Title	Class Hours	AMA Section Number	Class Size	Scheduled Offering Price for 1 instructor	Scheduled Offering Price for 2 instructors	Scheduled Offering Price for 3 instructors
40065	Communications Equipment Laboratory	64	411	12			n/a
40058	Radio Control Equipment (RCE) Hardware Maintenance Laboratory	24	411	6			n/a
40283	Theory of Instrument Landing Systems (ILS)	144	411	12			n/a
41903	Navigation Systems Concepts	176	411	15			n/a
40135	Approach Lighting System with Flashers (ALSF)-II (Godfrey)	120	412	8			n/a
40136	Approach Lighting System with Flashers (ALSF)-II (Airlfo)	120	412	8			n/a
40143	Medium Intensity Approach Lighting System with REIL (MALSR)	80	412	6			n/a
40147	DME MALSR/ RMS	48	412	6			n/a
40168	NBP Dual Mode ALSF-2/ E-HOT/ DoP	216	412	6			n/a
40213	Runway Visual Range (RVR) Equipment, Type FA-7861	80	412	6			n/a
40252	Runway Visual Range (RVR) Equipment, Tasker 500	80	412	6			n/a
40258	Distance Measuring Equipment (DME), Models FA-8974/ FA-9639	80	412	12			n/a
40261	Doppler VHF Omnidirectional Range (DVOR) System	56	412	6			n/a
40285	Low-Power TACAN Antenna Maintenance	40	412	12			n/a
40286	Third Generation VOR/ DME Maintenance	120	412	8			n/a
40290	LLWAS NE++	40	412	6			n/a
40291	LLWAS RS, Type FA-14100	80	412	6			n/a
40297	Cardion Distance Measuring Equipment (DME), FA-9783 Laboratory	40	412	4			n/a
40299	Second Generation VORTAC Hardware Laboratory	64	412	8			n/a
41239	Instrument Landing System (ILS) Mark1DEF Laboratory	96	412	8			n/a
41246	Low-Level Windshear Alert System (LLWAS) Climatronics Laboratory	40	412	6			n/a
41248	DME Model 1118 Laboratory	40	412	6			n/a
41900	Distance Measuring Equipment (DME) Model 415SE/ E-HoT/ DoP	80	412	8			n/a
41902	WAAS WRS Maintenance	80	412	8			n/a
47708	Capture Effect Glideslope (CEG) Laboratory	40	412	6			n/a
47709	End-Fire Glideslope (EFGS) Antenna System Laboratory	40	412	6			n/a
47713	Low-Level Windshear Alert System (LLWAS) FA-10240 Laboratory	40	412	6			n/a
47714	DME Model 1118 with ERM	80	412	6			n/a
47717	MARK 20/20A Instrument Landing Systems (ILS) Laboratory	104	412	8			n/a
40000	VTABS Site Maintenance	64	413	12			n/a
40023	ICSS TYPE I, Maintenance	56	413	5			n/a
40028	Denro Rapid Deployment Voice Switch (RDVS)	48	413	6			n/a
40029	ICSS L/A 3080	48	413	10			n/a
40041	ETVS Hardware Maintenance	96	413	12			n/a
40042	Litton Rapid Deployment Voice Switch (RDVS) IIA	80	413	10			n/a
40043	ACD/VRS - DSP 1000 Maintenance	80	413	6			n/a
40045	Digital Voice Recorder (DVR), Type II (DVR2)	40	413	12			n/a

## Procurement Sensitive Material

Course #	Course Title	Class Hours	AMA Section Number	Class Size	Scheduled Offering Price for 1 instructor	Scheduled Offering Price for 2 instructors	Scheduled Offering Price for 3 instructors
40049	NRCS VHF/FM Radio Systems for Technicians	24	413	6			n/a
40050	NRCS VHF/FM Network Software	32	413	6			n/a
40059	Small Tower Voice Switch (STVS) Laboratory	24	413	4			n/a
40158	Fiber Optic Concepts	40	413	12			
40159	Rascal-Premnet Fiber Optic Multiplexer	40	413	6			n/a
40067	Solid-State Direction Finder (DF), Type FA-9964	24	413	4			n/a
40289	VSCS System Overview	112	413	12			n/a
40391	Airport Surveillance Radar (ASR)-9 SCIP	40	414	6			n/a
40395	Airport Surveillance Radar (ASR)-7E	200	414	12			n/a
40398	Mode-S Sensor Maintenance	200	414	12			n/a
40606	Radiation Hazard Measurement Procedures	24	414	6			n/a
40611	Weather System Processor (WSP)	80	414	6			n/a
40664	Airport Surveillance Radar (ASR) Model 9	240	414	6			n/a
40665	Airport Surveillance Radar (ASR)-8	240	414	12			n/a
40666	ATCBI-6 Hardware Maintenance	56	414	6			n/a
40669	Radar Concepts	240	414	12			n/a
40674	ATCBI-6 Hardware Maintenance EHOT DoP	160	414	6			n/a
42069	Airport Surveillance Radar (ASR)-11	160	414	6			n/a
40313	Terminal Doppler Weather Radar (TDWR) System	136	415	8			n/a
40335	Air Traffic Control Beacon Interrogator (ATCBI)-4	80	415	8			n/a
40340	Radio Communication Link (RCL) Terminal Equipment	80	415	6			n/a
40383	ARSR-1/2 EnRoute Radar System with SSR/ DMTI Mod	120	415	8			n/a
40399	FPS Series Radar	120	415	8			n/a
40408	Air Route Surveillance Radar (ARSR)-4 Hardware	240	415	8			n/a
40600	Common Equipment for Radio Communications Link (CE-RCL) Sys	120	415	8			n/a
40603	Low-Density RCL (LDRCL) 1.8 GHz Digital System	40	415	6			n/a
40609	ASDE-3A Hardware/ AMASS	80	415	4			n/a
40638	RCL Terminal Equipment - Delta	24	415	6			n/a
40667	ITWS Hardware Maintenance with TCWF and E-HOT/ DoP	80	415	4			n/a
40668	ARSR-3 E-HOT/ DoP	336	415	4			n/a
42059	MDR-6000 8GHz Series Microwave Digital Radio LDRCL System	40	415	6			n/a
42060	TSM-2500 Monitoring and Control LDRCL RMMS System	40	415	6			n/a
42064	TDX 2000 Digitizer	48	415	6			n/a
43549	Common Digitizer (CD), Model 2A/B/C/D	160	415	12			n/a
47706	ATC Beacon Interrogator (ATCBI-5) Trans/ Receiver Site Laboratory	40	415	8			n/a
40373	DBRITE	64	421	8			n/a
40605	DBRITE Display (Remote Tower Equipment)	32	421	8			n/a

**Procurement Sensitive Material**

Course #	Course Title	Class Hours	AMA Section Number	Class Size	Scheduled Offering Price for 1 instructor	Scheduled Offering Price for 2 instructors	Scheduled Offering Price for 3 instructors
40617	ARTS Color Display Complete (ACD, RGW & Sony DDM)	80	421	9			n/a
40626	Micro-EARTS Hardware Maintenance	120	421	8			n/a
40627	ARTS-IIIIE Mosaic for AF	32	421	6			n/a
40644	ARTS IIIIE Power PC Hardware	280	421	6			n/a
42010	Sensor, Receiver and Processor (SRAP)	160	421	12			n/a
42039	ARTS-IIIIE for Technicians	240	421	6			n/a
42051	Full Digital ARTS Display (FDAD) Hardware Maintenance	64	421	9			n/a
42054	ARTS-IIIIE (A6.05) NAS/ NOM	80	421	6			n/a
42055	ARTS-IIIIE Software Maintenance for SPSs	160	421	6			n/a
42062	Common ARTS Software for OSF Personnel	160	421	6			n/a
42065	RACD Maintenance	64	421	9			n/a
42066	Automation Interface Unit-II (AIU-II)	16	421	6			n/a
42070	MICRO-EARTS Software Maintenance	120	421	8			n/a
42071	Full STARS Maintenance	200	421	12			n/a
40420	HOST Concepts	128	422	12			n/a
40426	HOST Peripheral Devices and Diagnostics	104	422	12			n/a
40448	ECG Hardware Maintenance	88	422	12			n/a
40449	ECG Software Maintenance	112	422	12			n/a
40452	EBUS for NAS/ NOM Specialist	64	422	12			n/a
40453	EBUS for Software Specialist	120	422	6			n/a
40454	EBUS Overview for ATSS Hardware Maintenance	64	422	12			n/a
40465	Display System Overview (DSO)	80	422	12			n/a
40467	Display System (DS) Hardware Maintenance	240	422	12			n/a
40468	URET Hardware Maintenance	96	422	12			n/a
40470	Display System (DS) URET Software Administration and Maintenance	136	422	6			n/a
43021	HOST NAS Monitor, FDP, and OLC SIM for System Specialists	216	422	12			n/a
43022	HOST Abort Analysis for Systems Specialists	80	422	12			n/a
43023	HOST Radar Data Processing for Systems Specialists	160	422	12			n/a
43535	HOST NAS Operations for NAS/ NOMS	176	422	12			n/a
40409	Advanced MPS Network Management	80	423	12			n/a
40412	Fundamentals of MCC/ MPS Network Management	120	423	12			n/a
40417	Automated Surface Observing System (ASOS) Maintenance	80	423	12			n/a
40418	Fundamentals of Internetworking	160	423	16			n/a
40422	Tower Data Link Services (TDLS)	64	423	12			n/a
40423	UNIX	112	423	12			n/a
40428	Stand-Alone Weather Sensors (SAWS) Maintenance	24	423	8			n/a
40429	Automated Weather Sensor System (AWSS) Maintenance	72	423	8			n/a

**Procurement Sensitive Material**

Course #	Course Title	Class Hours	AMA Section Number	Class Size	Scheduled Offering Price for 1 instructor	Scheduled Offering Price for 2 instructors	Scheduled Offering Price for 3 instructors
40430	NADIN Network Control Center (NCC) Operators and Maintenance	120	423	6			n/a
40431	Automated Weather Observing System (AWOS) Maintenance 133	56	423	8			n/a
40450	ACE-IDS Hardware Maintenance	64	423	8			n/a
40455	SOLARIS for NAS	152	423	12			n/a
40458	Monitor and Control (M&C) for the TMA System	40	423	6			n/a
40461	Traffic Management Advisor (TMA) for System Administrators	40	423	6			n/a
43003	AWOS Data Acquisition System (ADAS) Hardware Maintenance	48	423	6			n/a
43048	MPS Tandem Himalayas K2008 Hardware and Utilities	280	423	12			n/a
43049	MPS Tandem Himalaya K2008 Software and Administration	240	423	12			n/a
43485	NADIN Concentrator/ Modem Subsystem Hardware, ARTCC	80	423	8			n/a
43542	NADIN PSN Hardware Maintenance Course	80	423	8			n/a
40149	Exide Power Conditioning System (PCS) Maintenance	80	424	8			n/a
40156	Air Conditioning	120	424	8			n/a
40157	UPS 30-160 KVA Balanced Power (BP III)	64	424	8			n/a
40160	ACEPS Standby Power and Distribution System (SPDS)	320	424	12			n/a
40161	ACEPS Critical Distribution System (CDS)	200	424	12			n/a
40163	ACEPS SPDS Proficiency	80	424	8			n/a
40164	ACEPS CDS Proficiency	80	424	8			n/a
40165	EPA Section 608 Certification	8	424	12			n/a
40166	NAS Electrical Infrastructure Systems (NEIS)	120	424	8			n/a
40169	York and Trane Centrifugal Chillers	80	424	8			n/a
40170	Mitsubishi 2033A and 9700 UPS	64	424	8			n/a
40171	DR/CRPDS Part 1	360	424	8			n/a
40172	DR/CRPDS Part 2	240	424	8			n/a
47608	Engine Generator Power Systems Laboratory	160	424	8			n/a



## **APPENDIX D**

### **Contract Technical Course Offering Requirements**

Information regarding the tasks, subtasks and their descriptions  
for use in connection with the solicitation for

**FAA ACADEMY TECHNICAL OPERATIONS TRAINING DIVISION**

**DTFAAC-07-R-00018**

**May 25, 2007**

Prepared by Technical Operations Training Division Contract Team

**Procurement Sensitive Material**

Course #	Course Title	Class Hours	AMA Section Number	Class Size	# of Instructors	Minimum Contract Scheduled Offerings	ESTIMATED Contract Scheduled Offerings	Maximum Contract Scheduled Offerings
40065	Communications Equipment Laboratory	64	411	12	1, 2	0	0	0
40058	Radio Control Equipment (RCE) Hardware Maintenance Laboratory	24	411	6	1, 2	0	6	8
40283	Theory of Instrument Landing Systems (ILS)	144	411	12	1, 2	0	7	9
41903	Navigation Systems Concepts	176	411	15	1, 2	0	4	8
40135	Approach Lighting System with Flashers (ALSF)-II (Godfrey)	120	412	8	1, 2	0	3	3
40136	Approach Lighting System with Flashers (ALSF)-II (Airflo)	120	412	8	1, 2	0	3	3
40143	Medium Intensity Approach Lighting System with REIL (MALSR)	80	412	6	1, 2	0	7	7
40147	DME MALSR/ RMS	48	412	6	1, 2	0	20	20
40168	NBP Dual Mode ALSF-2/ E-HOT/ DoP	216	412	6	1, 2	0	0	0
40213	Runway Visual Range (RVR) Equipment, Type FA-7861	80	412	6	1, 2	0	0	0
40252	Runway Visual Range (RVR) Equipment, Tasker 500	80	412	6	1, 2	1	1	1
40258	Distance Measuring Equipment (DME), Models FA-8974/ FA-9639	80	412	12	1, 2	0	0	0
40261	Doppler VHF Omnidirectional Range (DVOR) System	56	412	6	1, 2	5	10	10
40285	Low-Power TACAN Antenna Maintenance	40	412	12	1, 2	0	0	4
40286	Third Generation VOR/ DME Maintenance	120	412	8	1, 2	0	1	4
40290	LLWAS NE++	40	412	6	1, 2	1	1	1
40291	LLWAS RS, Type FA-14100	80	412	6	1, 2	0	0	3
40297	Cardion Distance Measuring Equipment (DME), FA-9783 Laboratory	40	412	4	1, 2	0	9	9
40299	Second Generation VORTAC Hardware Laboratory	64	412	8	1, 2	0	12	12
41239	Instrument Landing System (ILS) Mark1DEF Laboratory	96	412	8	1, 2	0	13	13
41246	Low-Level Windshear Alert System (LLWAS) Climatronics Laboratory	40	412	6	1, 2	0	0	1
41248	DME Model 1118 Laboratory	40	412	6	1, 2	0	7	7
41900	Distance Measuring Equipment (DME) Model 415SE/ E-HoT/ DoP	80	412	8	1, 2	0	0	0
41902	WAAS WRS Maintenance	80	412	8	1, 2	0	6	6
47708	Capture Effect Glideslope (CEG) Laboratory	40	412	6	1, 2	0	0	8
47709	End-Fire Glideslope (EFGS) Antenna System Laboratory	40	412	6	1, 2	0	0	0
47713	Low-Level Windshear Alert System (LLWAS) FA-10240 Laboratory	40	412	6	1, 2	0	2	2
47714	DME Model 1118 with ERMM	80	412	6	1, 2	0	2	2
47717	MARK 20/20A Instrument Landing Systems (ILS) Laboratory	104	412	8	1, 2	0	0	0
40000	VTABS Site Maintenance	64	413	12	1, 2	0	3	10
40023	ICSS TYPE I, Maintenance	56	413	5	1, 2	0	2	6
40028	Denro Rapid Deployment Voice Switch (RDVS)	48	413	6	1, 2	0	3	8
40029	ICSS L/A 3080	48	413	10	1, 2	0	1	4
40041	ETVS Hardware Maintenance	96	413	12	1, 2	0	10	10
40042	Lifton Rapid Deployment Voice Switch (RDVS) IIA	80	413	10	1, 2	0	6	15
40043	ACD/VRS - DSP 1000 Maintenance	80	413	6	1, 2	0	1	3
40045	Digital Voice Recorder (DVR), Type II (DVR2)	40	413	12	1, 2	0	8	20

"# of Instructors" indicates separate pricing required for each entry.

## Procurement Sensitive Material

Course #	Course Title	Class Hours	AMA Section Number	Class Size	# of Instructors	Minimum Contract Scheduled Offerings	ESTIMATED Contract Scheduled Offerings	Maximum Contract Scheduled Offerings
40049	NRCS VHF/FM Radio Systems for Technicians	24	413	6	1, 2	0	14	20
40050	NRCS VHF/FM Network Software	32	413	6	1, 2	0	14	20
40059	Small Tower Voice Switch (STVS) Laboratory	24	413	4	1, 2	0	14	20
40158	Fiber Optic Concepts	40	413	12	1, 2, 3	0	15	30
40159	Rascal-Premnet Fiber Optic Multiplexer	40	413	6	1, 2	0	10	15
40067	Solid-State Direction Finder (DF), Type FA-9964	24	413	4	1, 2	0	2	6
40289	VSCS System Overview	112	413	12	1, 2	0	3	6
40391	Airport Surveillance Radar (ASR)-9 SCIP	40	414	6	1, 2	0	0	2
40395	Airport Surveillance Radar (ASR)-7E	200	414	12	1, 2	0	1	1
40398	Mode-S Sensor Maintenance	200	414	12	1, 2	0	1	6
40606	Radiation Hazard Measurement Procedures	24	414	6	1, 2	0	0	0
40611	Weather System Processor (WSP)	80	414	6	1, 2	0	0	4
40664	Airport Surveillance Radar (ASR) Model 9	240	414	6	1, 2	0	2	9
40665	Airport Surveillance Radar (ASR)-8	240	414	12	1, 2	0	2	2
40666	ATCBI-6 Hardware Maintenance	56	414	6	1, 2	0	1	7
40669	Radar Concepts	240	414	12	1, 2	0	12	12
40674	ATCBI-6 Hardware Maintenance EHoT DoP	160	414	6	1, 2	0	0	6
42069	Airport Surveillance Radar (ASR)-11	160	414	6	1, 2	0	1	7
40313	Terminal Doppler Weather Radar (TDWR) System	136	415	8	1, 2	1	3	3
40335	Air Traffic Control Beacon Interrogator (ATCBI)-4	80	415	8	1, 2	2	2	4
40340	Radio Communication Link (RCL) Terminal Equipment	80	415	6	1, 2	0	5	5
40383	ARSR-1/2 EnRoute Radar System with SSR/ DMTI Mod	120	415	8	1, 2	0	3	3
40399	FPS Series Radar	120	415	8	1, 2	0	0	0
40408	Air Route Surveillance Radar (ARSR)-4 Hardware	240	415	8	1, 2	0	3	3
40600	Common Equipment for Radio Communications Link (CE-RCL) Sys	120	415	8	1, 2	0	9	9
40603	Low-Density RCL (LDRCL) 1.8 GHz Digital System	40	415	6	1, 2	0	0	0
40609	ASDE-3A Hardware/ AMASS	80	415	4	1, 2	0	0	0
40638	RCL Terminal Equipment - Delta	24	415	6	1, 2	0	0	0
40667	ITWS Hardware Maintenance with TCWF and E-HOT/ DoP	80	415	4	1, 2	0	0	0
40668	ARSR-3 E-HOT/ DoP	336	415	4	1, 2	0	0	0
42059	MDR-6000 8GHz Series Microwave Digital Radio LDRCL System	40	415	6	1, 2	0	0	0
42060	TSM-2500 Monitoring and Control LDRCL RMMS System	40	415	6	1, 2	0	0	0
42064	TDX 2000 Digitizer	48	415	6	1, 2	0	0	0
43549	Common Digitizer (CD), Model 2A/B/C/D	160	415	12	1, 2	0	3	3
47706	ATC Beacon Interrogator (ATCBI-5) Trans/ Receiver Site Laboratory	40	415	8	1, 2	0	0	0

"# of Instructors" indicates separate pricing required for each entry.

Procurement Sensitive Material

Course #	Course Title	Class Hours	AMA Section Number	Class Size	# of Instructors	Minimum Contract Scheduled Offerings	ESTIMATED Contract Scheduled Offerings	Maximum Contract Scheduled Offerings
40373	DBRITE	64	421	8	1, 2	0	0	0
40605	DBRITE Display (Remote Tower Equipment)	32	421	8	1, 2	0	0	0
40617	ARTS Color Display Complete (ACD, RGW & Sony DDM)	80	421	9	1, 2	0	0	0
40626	Micro-EARTS Hardware Maintenance	120	421	8	1, 2	0	0	0
40627	ARTS-IIIE Mosaic for AF	32	421	6	1, 2	0	0	0
40644	ARTS IIIE Power PC Hardware	280	421	6	1, 2	0	0	0
42010	Sensor, Receiver and Processor (SRAP)	160	421	12	1, 2	0	0	0
42039	ARTS-IIIE for Technicians	240	421	6	1, 2	0	0	0
42051	Full Digital ARTS Display (FDAD) Hardware Maintenance	64	421	9	1, 2	0	0	0
42054	ARTS-IIIE (A6.05) NAS/ NOM	80	421	6	1, 2	0	0	0
42055	ARTS-IIIE Software Maintenance for SPSs	160	421	6	1, 2	0	0	0
42062	Common ARTS Software for OSF Personnel	160	421	6	1, 2	0	0	0
42065	RACD Maintenance	64	421	9	1, 2	0	0	0
42066	Automation Interface Unit-II (AIU-II)	16	421	6	1, 2	0	0	0
42070	MICRO-EARTS Software Maintenance	120	421	8	1, 2	0	0	0
42071	Full STARS Maintenance	200	421	12	1, 2	0	0	0
40420	HOST Concepts	128	422	12	1, 2	0	0	5
40426	HOST Peripheral Devices and Diagnostics	104	422	12	1, 2	0	0	5
40448	ECG Hardware Maintenance	88	422	12	1, 2	1	1	5
40449	ECG Software Maintenance	112	422	12	1, 2	0	1	2
40452	EBUS for NAS/ NOM Specialist	64	422	12	1, 2	1	1	4
40453	EBUS for Software Specialist	120	422	6	1, 2	0	0	3
40454	EBUS Overview for ATSS Hardware Maintenance	64	422	12	1, 2	0	0	6
40465	Display System Overview (DSO)	80	422	12	1, 2	0	1	2
40467	Display System (DS) Hardware Maintenance	240	422	12	1, 2	0	1	2
40468	URET Hardware Maintenance	96	422	12	1, 2	0	1	2
40470	Display System (DS) URET Software Administration and Maintenance	136	422	6	1, 2	0	0	2
43021	HOST NAS Monitor, FDP, and OLC SIM for System Specialists	216	422	12	1, 2	0	0	2
43022	HOST Abort Analysis for Systems Specialists	80	422	12	1, 2	0	0	0
43023	HOST Radar Data Processing for Systems Specialists	160	422	12	1, 2	0	0	0
43535	HOST NAS Operations for NAS/ NOMS	176	422	12	1, 2	0	0	3
40409	Advanced MPS Network Management	80	423	12	1, 2	0	0	0
40412	Fundamentals of MCC/ MPS Network Management	120	423	12	1, 2	0	0	0
40417	Automated Surface Observing System (ASOS) Maintenance	80	423	12	1, 2	0	1	2
40418	Fundamentals of Internetworking	160	423	16	1, 2	0	0	0
40422	Tower Data Link Services (TDLS)	64	423	12	1, 2	0	0	0
40423	UNIX	112	423	12	1, 2	0	4	5

"# of Instructors" indicates separate pricing required for each entry.

## Procurement Sensitive Material

Course #	Course Title	Class Hours	AMA Section Number	Class Size	# of Instructors	Minimum Contract Scheduled Offerings	ESTIMATED Contract Scheduled Offerings	Maximum Contract Scheduled Offerings
40428	Stand-Alone Weather Sensors (SAWS) Maintenance	24	423	8	1, 2	0	0	0
40429	Automated Weather Sensor System (AWSS) Maintenance	72	423	8	1, 2	0	1	2
40430	NADIN Network Control Center (NCC) Operators and Maintenance	120	423	6	1, 2	0	0	0
40431	Automated Weather Observing System (AWOS) Maintenance 133	56	423	8	1, 2	0	1	1
40450	ACE-IDS Hardware Maintenance	64	423	8	1, 2	0	0	0
40455	SOLARIS for NAS	152	423	12	1, 2	0	12	12
40458	Monitor and Control (M&C) for the TMA System	40	423	6	1, 2	0	0	0
40461	Traffic Management Advisor (TMA) for System Administrators	40	423	6	1, 2	0	0	0
43003	AWOS Data Acquisition System (ADAS) Hardware Maintenance	48	423	6	1, 2	0	0	0
43048	MPS Tandem Himalayas K2008 Hardware and Utilities	280	423	12	1, 2	0	1	1
43049	MPS Tandem Himalaya K2008 Software and Administration	240	423	12	1, 2	0	1	1
43485	NADIN Concentrator/ Modem Subsystem Hardware, ARTCC	80	423	8	1, 2	0	0	0
43542	NADIN PSN Hardware Maintenance Course	80	423	8	1, 2	0	0	0
40149	Exide Power Conditioning System (PCS) Maintenance	80	424	8	1, 2	0	0	0
40156	Air Conditioning	120	424	8	1, 2	0	7	17
40157	UPS 30-160 KVA Balanced Power (BP III)	64	424	8	1, 2	0	8	12
40160	ACEPS Standby Power and Distribution System (SPDS)	320	424	12	1, 2	0	0	3
40161	ACEPS Critical Distribution System (CDS)	200	424	12	1, 2	0	0	3
40163	ACEPS SPDS Proficiency	80	424	8	1, 2	0	2	2
40164	ACEPS CDS Proficiency	80	424	8	1, 2	0	2	2
40165	EPA Section 608 Certification	8	424	12	1, 2	0	4	17
40166	NAS Electrical Infrastructure Systems (NEIS)	120	424	8	1, 2	0	18	18
40169	York and Trane Centrifugal Chillers	80	424	8	1, 2	0	7	7
40170	Mitsubishi 2033A and 9700 UPS	64	424	8	1, 2	0	0	18
40171	DR/CRPDS Part 1	360	424	8	1, 2	0	0	2
40172	DR/CRPDS Part 2	240	424	8	1, 2	0	0	2
47608	Engine Generator Power Systems Laboratory	160	424	8	1, 2	0	10	21

"## of Instructors" indicates separate pricing required for each entry.

## **APPENDIX E**

### **Contract Terms, Acronyms, and Additional Resources**

Information regarding Contract Terms, Acronyms, and Additional Resources  
for use in connection with the Instructional Support Services solicitation of

**FAA ACADEMY TECHNICAL OPERATIONS TRAINING DIVISION**

**DTFAAC-07-R-00018**

**May 25, 2007**

Prepared by Technical Operations Training Division Contract Team

**Appendix E**  
**Contract Terms, Acronyms, and Additional Resources**

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**Appendix E**  
**Contract Terms, Acronyms, and Additional Resources**

**Section 1. Contract Terms and Acronyms**

<b>AC</b>	Aeronautical Center
<b>ACSPS</b>	Aeronautical Center Security Procedures System
<b>ADTS</b>	Activity Data Tracking System
<b>AF</b>	Airway Facilities
<b>AMS</b>	Acquisition Management System
<b>AO</b>	Approving Official
<b>ARC</b>	Aeronautical Regions and Centers
<b>ATN</b>	Aviation Training Network
<b>ATO</b>	Air Traffic Organization
<b>ATSS</b>	Airway Transportation Systems Specialist
<b>AWS</b>	Alternate Work Schedule
<b>BA</b>	Bachelor of Arts
<b>BIT</b>	Basic Instructor Training
<b>BLS</b>	Bureau of Labor Statistics
<b>BS</b>	Bachelor of Science
<b>CASTLE</b>	Consolidated Automated System for Time and Labor Entry
<b>CBI</b>	Computer Based Instruction
<b>CFR</b>	Code of Federal Regulations
<b>CLIN</b>	Contract Line Item Number
<b>CMI</b>	Computer Management Instruction
<b>CO</b>	Contracting Officer
<b>COR</b>	Contracting Officer's Representative
<b>COTR</b>	Contracting Officer's Technical Representative
<b>CPAF</b>	Cost Plus Award Fee
<b>CPI</b>	Consumer Price Index
<b>CPR</b>	Cardiopulmonary Resuscitation
<b>CY</b>	Current Year
<b>D&amp;R</b>	Development and Revision
<b>DO</b>	Delivery Order
<b>DOL</b>	Department of Labor
<b>DOT</b>	Department of Transportation
<b>ERAM</b>	En Route Automation Modernization
<b>EV</b>	Earned Value
<b>EVM</b>	Earned Value Management
<b>F&amp;E</b>	Facilities and Equipment
<b>FAA</b>	Federal Aviation Administration
<b>FAR</b>	Federal Acquisition Register



**Appendix E**  
**Contract Terms, Acronyms, and Additional Resources**

<b>FAST</b>	FAA Acquisition System Toolset
<b>FFP</b>	Firm Fixed Price
<b>FGE</b>	Federal Grade Equivalency
<b>FIST</b>	FAA Information Superhighway for Training
<b>FOIA</b>	Freedom of Information Act
<b>FOUO</b>	For Official Use Only
<b>FSS</b>	Federal Supply Schedule
<b>FTE</b>	Full Time Equivalent
<b>FTR</b>	Federal Travel Regulations
<b>FWS</b>	Federal Wage System
<b>FY</b>	Fiscal Year
<b>G&amp;A</b>	General and Administrative
<b>GED</b>	General Equivalency Diploma
<b>GFE</b>	Government Furnished Equipment
<b>GFI</b>	Government Furnished Information
<b>GFP</b>	Government Furnished Property
<b>GS</b>	General Schedule
<b>GSA</b>	General Services Administration
<b>HRPM</b>	Human Resource Policy Manual
<b>IGCE</b>	Independent Government Cost Estimate
<b>ISD</b>	Instructional Systems Design
<b>ISS</b>	Information Systems Security
<b>ISS</b>	Instructional Systems Specialist
<b>IT</b>	Information Technology
<b>LAN</b>	Local Area Network
<b>LDR</b>	Labor Distribution Reporting
<b>LOB</b>	Line of Business
<b>MMAC</b>	Mike Monroney Aeronautical Center
<b>MS</b>	Master of Science
<b>MVS</b>	Multiple Virtual Storage
<b>NACI</b>	National Agency Check with Inquiries
<b>NAS</b>	National Airspace System
<b>NFPA</b>	National Fire Protection Association
<b>NSP</b>	Not Separately Priced
<b>NTE</b>	Not To Exceed
<b>OAT</b>	Out-Of-Agency Training
<b>OMB</b>	Office of Management and Budget
<b>OPI</b>	Office of Primary Interest
<b>OPM</b>	Office of Personnel Management
<b>OPS</b>	Operations
<b>OSHA</b>	Occupational Safety and Health Administration

## Appendix E

### Contract Terms, Acronyms, and Additional Resources

<b>PC</b>	Personal Computer
<b>PL</b>	Public Law
<b>PMR</b>	Program Management Review
<b>POC</b>	Point of Contract
<b>PWD</b>	Project Work Description
<b>QA</b>	Quality Assurance
<b>QC</b>	Quality Control
<b>QRO</b>	Quality Reliability Officer
<b>QVL</b>	Qualified Vendor List
<b>RIF</b>	Reduction-In-Force
<b>ROB</b>	Rules of Behavior
<b>RUS</b>	Rest of United States
<b>SAAR</b>	Seasonally Adjusted Annual Rate
<b>SAVI</b>	Security Awareness Virtual Initiative
<b>SCA</b>	Service Contract Act
<b>SEDB</b>	Socially and Economically Disadvantaged Business
<b>SF</b>	Standard Form
<b>SME</b>	Subject Matter Expert
<b>SOW</b>	Statement of Work
<b>T&amp;M</b>	Time and Materials
<b>TO</b>	Task Order
<b>USC</b>	United States Code
<b>VM</b>	Virtual Machine
<b>WDOL</b>	Wage Determinations On-Line
<b>WG</b>	Wage Grade
<b>WO</b>	Work Order

#### Websites referring to Acronyms:

<http://employees.faa.gov/library/acronyms/>

<http://fast.faa.gov/ams/app-d.htm>

<http://technet.faa.gov/acronyms.pdf>

[http://technet.faa.gov/acronyms/more\\_acronyms.pdf](http://technet.faa.gov/acronyms/more_acronyms.pdf)

[http://www.faa.gov/airports\\_airtraffic/airports/resources/acronyms/](http://www.faa.gov/airports_airtraffic/airports/resources/acronyms/)

<http://www.awp.faa.gov/acronyms/default.htm>

<http://www.natca.org/safetytechnology/acronyms.aspx>

**Appendix E**  
**Contract Terms, Acronyms, and Additional Resources**

**Section 2. Additional Resources**<sup>1</sup>

The following websites provide additional information on various government orders, policies, notices, terms, or acronyms. These websites were current at the time of publication of this appendix and are subject to change. The information posted at these websites includes hypertext links or pointers to additional information created and maintained by other public and/or private organizations. These websites are provided solely for the users' information and convenience. When users select a link to an outside website, they are subject to the privacy and security policies of the owners/sponsors of the outside website.

**Websites referring to Federal Acquisitions and Contract Terms:**

<http://amq.mmac.faa.gov/>

<http://amqinet.amc.faa.gov/>

<http://fast.faa.gov/index.htm>

<http://intranet.asu.faa.gov/asu100/index.htm>

<http://www.acqnet.gov/far/>

**Websites referring to Federal Regulations**

**U.S. General Services Administration:**

<http://www.gsa.gov/>

**GSA Regulatory Reference Overview:**

**Federal Acquisition Regulation (FAR)**

**Federal Management Regulation (FMR)**

**Federal Travel Regulation (FTR)**

**General Services Administration Acquisition Manual (GSAM)**

<http://www.gsa.gov/Portal/gsa/ep/programView.do?programId=9652&programPage=%2Fep%2Fprogram%2FgsaOverview.jsp&P=XAE&pageTypeId=8199&oid=10625&channelId=-13342>

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<sup>1</sup> **Disclaimer of Endorsement**

The Federal Aviation Administration (FAA) and FAA.gov **do not** control or guarantee the accuracy, relevance, timeliness, or completeness of information contained on a linked website, **do not** endorse the organizations sponsoring linked websites, and **do not** endorse the views they express or the products/services they offer.

The FAA and FAA.gov **cannot** authorize the use of copyrighted materials contained in linked websites. Users must request such authorization from the sponsor of the linked website. The FAA and FAA.gov **are not** responsible for transmissions users receive from linked websites. Finally, the FAA and FAA.gov **do not** guarantee that outside websites comply with Section 508 (Accessibility Requirements) of the Rehabilitation Act. The information provided using this Web site is only intended to be general summary information to the public. It is not intended to take the place of either the written law or regulations.

**Appendix E**  
**Contract Terms, Acronyms, and Additional Resources**

**Websites referring to FAA Orders, Policies, or Guidelines:**

**FAA Orders and Notices**

[http://www.faa.gov/regulations\\_policies/orders\\_notices/](http://www.faa.gov/regulations_policies/orders_notices/)

**FAA Policy and Guidance**

[http://www.faa.gov/regulations\\_policies/policy\\_guidance/](http://www.faa.gov/regulations_policies/policy_guidance/)

**FAA Order 1370.79A, Internet Use Policy:**

[http://www.faa.gov/about/office\\_org/headquarters\\_offices/aio/documents/HTMLfiles/media/1370\\_79A.htm](http://www.faa.gov/about/office_org/headquarters_offices/aio/documents/HTMLfiles/media/1370_79A.htm)

**FAA Order 1600.72, Contractor and Industrial Security Program**

[http://www.faa.gov/regulations\\_policies/orders\\_notices/media/160072.doc](http://www.faa.gov/regulations_policies/orders_notices/media/160072.doc)

**FAA Order 2700.37, Labor Distributing Reporting**

<http://dmis.faa.gov/dmisdata/nd/ND2700-37.pdf>

**FAA Order 3000.10B, Airway Facilities Technical Training Program**

[http://atowdirectives.faa.gov/ROOT/directives/2660/3000\\_10B.doc](http://atowdirectives.faa.gov/ROOT/directives/2660/3000_10B.doc)

**FAA Order 3400.3H, Airway Facilities Maintenance Personnel Certification Program**

[http://atowdirectives.faa.gov/ROOT/directives/2664/3400\\_3H.pdf](http://atowdirectives.faa.gov/ROOT/directives/2664/3400_3H.pdf)

**FAA-STD-028C, Contractor Training Development**

[http://www.faa.gov/ahr/policy/hrpm/ld/ld\\_ref/028C.pdf](http://www.faa.gov/ahr/policy/hrpm/ld/ld_ref/028C.pdf)

**Human Resource Policy Manual (HRPM)**

<http://www.faa.gov/ahr/policy/hrpm/hrpmtoc.htm>

**HRPM ER-4.1, Standards of Conduct**

<http://www.faa.gov/ahr/policy/hrpm/er/er-4-1.cfm>

**Local Area Network Rules of Behavior**

[http://www.faa.gov/ahr/policy/hrpm/msc/msc\\_ref/AHRLANRulesofBehavior.doc](http://www.faa.gov/ahr/policy/hrpm/msc/msc_ref/AHRLANRulesofBehavior.doc)

**Websites referring to Agency Plans or Reports:**

**2006-2010 FAA Flight Plan**

[http://www.faa.gov/about/plans\\_reports/media/flight\\_plan\\_2006.pdf](http://www.faa.gov/about/plans_reports/media/flight_plan_2006.pdf)

**2007-2011 FAA Flight Plan**

[http://www.faa.gov/about/plans\\_reports/media/flight\\_plan\\_2007.pdf](http://www.faa.gov/about/plans_reports/media/flight_plan_2007.pdf)

**2007 ARC Business Plan**

[http://www.faa.gov/about/plans\\_reports/business\\_plan2007/media/ARC%20FY2007%20Business%20Plan%20for%20Publication.pdf](http://www.faa.gov/about/plans_reports/business_plan2007/media/ARC%20FY2007%20Business%20Plan%20for%20Publication.pdf)

**Appendix E**  
**Contract Terms, Acronyms, and Additional Resources**

**Websites referring to MMAC Orders, Policies, or Guidelines:**

**AC 1600.18G, *Parking and Traffic at the Mike Monroney Aeronautical Center***  
**<http://dmis.faa.gov/dmisdata/Ac/AC1600-18G.doc>**

**AC 1600.27B, *Procedures for Handling Violence at the Mike Monroney Aeronautical Center***  
**<http://dmis.faa.gov/dmisdata/Ac/AC1600-27B.doc>**

**AC 1730.4E, *Bulletin Boards***  
**<http://dmis.faa.gov/dmisdata/Ac/AC1730-4E.doc>**

**AC 3940.1C, *Procedures for Handling Injury, Illness, or Fire at the Mike Monroney Aeronautical Center***  
**<http://dmis.faa.gov/dmisdata/Ac/AC3940-1C.doc>**

**Aeronautical Center Directives**  
**<http://dmis.faa.gov/chkValidDirectives.asp>**

**Aeronautical Center Security Procedures System (ACSPS)**  
**<http://acsps.amc.faa.gov/>**

**Facility Security**  
**[http://acsps.amc.faa.gov/p\\_phy\\_list.asp](http://acsps.amc.faa.gov/p_phy_list.asp)**

**Information Security**  
**[http://acsps.amc.faa.gov/p\\_inf\\_list.asp](http://acsps.amc.faa.gov/p_inf_list.asp)**

**Personnel Security**  
**[http://acsps.amc.faa.gov/p\\_per\\_list.asp](http://acsps.amc.faa.gov/p_per_list.asp)**

# **APPENDIX F**

## **Contract Data Requirements List (CDRLs)**

Information regarding Contract Data Requirements  
for use in connection with the Instructional Support Services solicitation of

**FAA ACADEMY TECHNICAL OPERATIONS TRAINING DIVISION**

**DTFAAC-07-R-00018**

**May 25, 2007**

Prepared by Technical Operations Training Division Contract Team

**CONTRACT DATA REQUIREMENTS LIST (CDRL)**

Page 1 of 13

A. Contract line Item No.		B. Exhibit	C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> OTHER X	
D. System/Item		E. Contract/PR No.	F. Contractor	
1. Data Item No. A001		2. Title of Data Item Contract Employment Change Report		3. Subtitle
4. Authority		5. Contact Reference SIR DTFAAC-07-R-00018		6. Requiring Office AMA-400
7. DD 250 Req'd No	8. APP Code A	9. Distribution Statement Required N/A		10. Frequency As required
12. Date of First Submission See Block 14		13. Date of Subsequent Submission As required		11. As of Date (AOD)
14. REMARKS:  The contractor shall submit on/or before the fifth day of each month any employment changes made during the reporting period in the format provided in the Attachment A001, Contract Employee Personnel Change Report.  Employment changes include: terminations (name, social security number and termination date), new hires (name, social security number and hire date), and name changes (current name, new name, and effective date).  The list is to be provided in alphabetical order with the name of the contract company, contract number and date. Social security number references are to be omitted on the CO and COTR copies.  Copies are to be provided to the Security Servicing Element (SSE), Contracting Officer, and Contracting Officer's Technical Representative (COTR).				
15. Distribution				
a. Addressee		b. Draft Copies	c. Final Copies Reg.    Repro	
AMC-700 SSE			1 ea.	
AMQ-300 CO			1 ea.	
AMA-405 COTR			1 ea	
16. Total		0	3	
G. Prepared By Technical Operations Training Division Contract Team		H. Date	I. Approved By	
17. Price Group		18. Estimated Total Price		

DTFAAC-07-R-00018

# CONTRACT EMPLOYEE PERSONNEL CHANGE REPORT

Contract Number: DTFAAC-08-D-  
Contract Company:

REPORT BEGINNING DATE:  
REPORT ENDING DATE:

	Last Name	First Name	Middle Initial	Social Security Number	Task/Subtask	Routing Symbol	Building	Room	Telephone Extension	PIV Card #	Issued Key #	Action being made
1												
2												
3												
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CONTRACT DATA REQUIREMENTS LIST (CDRL)				Page 3 of 13	
A. Contract line Item No.		B. Exhibit		C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input checked="" type="checkbox"/>	
D. System/Item		E. Contract/PR No.		F. Contractor	
1. Data Item No A002		7. Title of Data Item AC Form 3370-2 (01/07), Contract Employee Clearance Record		2. Subtitle	
4. Authority		5. Contact Reference SIR DTFAAC-07-R-00018		6. Requiring Office AMA-400	
7. DD 250 Req'd No	8. APP Code A	9. Distribution Statement Required N/A		10. Frequency As required	11. As of Date (AOD)
12. Date of First Submission See Block 14		13. Date of Subsequent Submission As required		15. Distribution	
14. REMARKS:  Contractor will prepare AC Form 3370-2, attached, for each terminating contract employee.  Final clearance will be accomplished by close of business the final workday of the contract employee or the next day under special conditions. Special conditions will be provided to CO and COTR. Original will be retained in contractor files and copies will be distributed to SSE, CO, and COTR after completion.				a. Addressee	b. Draft Copies
				c. Final Copies Reg.	Repro
				AMA-700 SSE	1 ea.
				AMQ-300 CO	1 ea.
				AMA-405 COTR	1 ea.
				16. Total	0
				3	
G. Prepared By: Technical Operations Training Division Contract Team		H. Date		I. Approved By	
				J. Date	
17. Price Group				18. Estimated Total Price	

## CONTRACT EMPLOYEE CLEARANCE RECORD

*Privacy Act: In compliance with the Privacy Act of 1974, the following information is provided. Solicitation of the information on this form is authorized by 5 USC 552a. Your social security number (SSN) and date of birth (DOB) are solicited for use as employee identification.*

1. Employee's Full Name	2. DOB	3. SSN	4. Routing Symbol (Duty Org.)
5. Contract Number		6. Contract Company's Name and Local Telephone Number	

7. ACTION      ☐ RESIGNATION      ☐ OTHER      ☐ TRANSFER TO

8. Instructions: Each item subject to clearance must be signed by the clearing official. If an item is not required in an employee's position, the cognizant Contracting Officer's Technical Representative may indicate "not applicable" and sign in the "Signature of Clearing Official" block.

BLDG/RM	OFFICE	ITEMS SUBJECT TO CLEARANCE	DATE	Printed Name, Routing Symbol and SIGNATURE OF CLEARING OFFICIAL
-----	Duty Organization	ADP - network access/User-ID's for ATO (ARB room 124) & AVR LOB's.		
-----	Duty Organization	Issued personal property (uniforms, laptops, etc.)		
MPB 101	AMI Clearance Officer, Systems Management Branch, AMI-310	Mainframe Services Access list (User-ID's for Mainframe Systems, Software, USS, z/LINUX, z/VM)		
		Telecommunications calling card; Gov't Emergency Telecommunication System (GETS); telephone cleanup (PDN's)		
		Systems Management Facility (SMF) Physical and Logical Access		
		ADP - e-mail; network access/User-ID's for all other LOB's.		
MPB 304	Acquisition Automation Team, AMQ-130	PRISM-login rights and user-ID's.		
HQ 366	Center & Tenant Travel Payments Branch, AMZ-130	Outstanding travel advance and travel orders.		
HQ 377	Management & Systems Support Staff, AMZ-10	User-ID's for financial (Delphi, DAFIS MIR, Markview, DocMan, etc.) and/or personnel & payroll (CPMIS, etc.) applications. If not required in employee's position, supervisor may sign.		
BS-06	General Accounting Division, AMZ-310	Accounts receivable/other debts.		
HQ 151	Facility Guard Service	ID cards, access cards, accountable keys, reserved handicap parking, and vehicle decals.		

9. CERTIFICATION OF EMPLOYEE: I certify that I have returned all government property entrusted to me.

10. CERTIFICATION OF CONTRACT PROJECT MANAGER: I certify that to the best of my knowledge and belief, all government property, records, and indebtedness entrusted and/or issued to the above employee have been accounted for, and computer access and passwords have been deleted, except as noted.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Notes:

- Sign in the appropriate certification space if all items are cleared. If any accountable item is not cleared, note in the space provided or provide details on an attachment to this form.
- This form shall be maintained by the Contract Project Manager. The Contract Project Manager is responsible for distributing completed copies of the form to the Contracting Officer (CO), COTR, AMC-700, and the clearing contract employee.

### THE FOLLOWING IS FOR USE BY THE CONTRACTING OFFICER

Date Withholding Action Initiated:	Date Action Completed:
Amount Withheld: \$	

**CONTRACT DATA REQUIREMENTS LIST (CDRL)**

Page 5 of 13

A. Contract line Item No.		B. Exhibit	C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input checked="" type="checkbox"/>					
D. System/Item		E. Contract/PR No.	F. Contractor					
1. Data Item No A003		2. Title of Data Item Contract Employee Personnel Status Report		3. Subtitle				
4. Authority		5. Contract Reference SIR DTFAAC-07-R-00018		6. Requiring Office AMA-400				
7. DD 250 Req'd No	8. APP Code A	9. Distribution Statement Required N/A		10. Frequency As required				
12. Date of First Submission		13. Date of Subsequent Submission		11. As of Date (AOD)				
See Block 14		As required		15. Distribution				
<b>14. REMARKS:</b>  The contractor shall submit on or before the fifth day of each month a Contract Employee Personnel Status Report in the format provided in the Attachment 003, Contract Employee Personnel Status Report.  Report will be in Microsoft Excel Spreadsheet format and is to be transmitted by e-mail to Security Servicing Element (SSE), Contracting Officer, and Contracting Officer's Technical Representative (COTR).  List is to be in alphabetical order with the name of the contract company, contract number and date.								
					a. Addressee	b. Draft Copies	c. Final Copies Reg.    Repro	
					AMA-700 SSE		1 ea.	
					AMQ-300 CO		1 ea.	
AMA-405 COTR								
16. Total								
0      3								
G. Prepared By Technical Operations Training Division Contract Team		H. Date	I. Approved By					
17. Price Group			18. Estimated Total Price					

DTFAAC-07-R-00018

# CONTRACT EMPLOYEE PERSONNEL STATUS REPORT

REPORT BEGINNING DATE: \_\_\_\_\_  
REPORT ENDING DATE: \_\_\_\_\_

Contract Number: DTFAAC-08-D-\_\_\_\_\_  
Contract Company: \_\_\_\_\_

Last Name	First Name	MI	Task/ Subtask	Routing Symbol	Building	Room	Phone Ext.	PIV Card #	Issued Key #	Shift Worked	Terminated; Furloughed; Retired; Quit	Effective Date
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**CONTRACT DATA REQUIREMENTS LIST (CDRL)**

Page 7 of 13

<b>A. Contract Line Item No.</b>		<b>B. Exhibit</b>	<b>C. Category (Check appropriate one)</b> TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input checked="" type="checkbox"/>	
<b>D. System/Item</b>		<b>E. Contract/PR No.</b>	<b>F. Contractor</b>	
<b>1. Data Item No.</b> A004		<b>2. Title of Data Item</b> Computer Hardware and Software Report		<b>3. Subtitle</b>
<b>4. Authority</b>		<b>5. Contact Reference</b> SIR DTFAAC-07-R-00018		<b>6. Requiring Office</b> AMA-400
<b>7. DD 250 Req'd No</b> No	<b>8. APP Code</b> A	<b>9. Distribution Statement Required</b> N/A		<b>10. Frequency</b> As required
<b>12. Date of First Submission</b> See Block 14		<b>13. Date of Subsequent Submission</b> As required		<b>11. As of Date (AOD)</b>
<b>14. REMARKS:</b>  Within 5 business days of the end of each calendar quarter, the contractor will provide report identifying all items of computer hardware (computers and peripherals) and software provided by the government for contractor personnel use in the Attachment A004 Computer Hardware Report and Attachment A004 Computer Software Report.  Reports will be in Microsoft Excel Spreadsheet format and are to be transmitted by e-mail to Contracting Officer and Contracting Officer's Technical Representative (COTR).  Computer hardware list will include hardware FAA barcode number, manufacturer, make/model number, serial number, government issue date, contractor return date and location of equipment (building and room).  Computer software list will include software manufacturer, name of program, government issue date, contractor return date, hardware FAA number barcode where installed, date of installation on hardware, date of removal from hardware, location of hardware (building and room).				
<b>15. Distribution</b>				
<b>a. Addressee</b>		<b>b. Draft Copies</b>	<b>c. Final Copies</b> Reg.      Repro	
AMQ-300 CO			1 ea.	
AMA-405 COTR			1 ea.	
<b>16. Total</b>		0	2	
<b>G. Prepared By</b> Technical Operations Training Division Contract Team		<b>H. Date</b>	<b>I. Approved By</b>	
<b>17. Price Group</b>		<b>18. Estimated Total Price</b>		

DTFAAC-07-R-00018

**COMPUTER HARDWARE REPORT**

REPORT BEGINNING DATE: \_\_\_\_\_

REPORT ENDING DATE: \_\_\_\_\_

Contract Number: DTFAAC-08-D-

Contract Company: \_\_\_\_\_

					Contractor			
FAA	Government	Return	Building	Room	Issue Date	Date	Location	Location
Barcode	Manufacturer	Make/Model	Serial Number					
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**COMPUTER SOFTWARE REPORT**

REPORT BEGINNING DATE: \_\_\_\_\_

REPORT ENDING DATE: \_\_\_\_\_

Contract Number: DTFAAC-08-D-

Contract Company: \_\_\_\_\_

	Software Manufacturer	Software Program Name	Govern- ment Issue Date	Contractor Return Date	FAA Barcode	Date of Installation	Date of Removal	Hardware Building Location	Hardware Room Location
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**CONTRACT DATA REQUIREMENTS LIST (CDRL)**

Page 10 of 13

A. Contract Line Item No.		B. Exhibit	C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input checked="" type="checkbox"/>			
D. System/Item		E. Contract/PR No.	F. Contractor			
1. Data Item No A005		2. Title of Data Item Contractor Training Report		3. Subtitle		
4. Authority		5. Contact Reference SIR DTFAAC-07-R-00018		6. Requiring Office AMA-400		
7. DD 250 Req'd No	8. APP Code A	9. Distribution Statement Required N/A		10. Frequency As required		
12. Date of First Submission		13. Date of Subsequent Submission		11. As of Date (AOD)		
See Block 14		As required		15. Distribution		
14. REMARKS:  Within 5 business days of the end of each invoice period, the contractor will provide information in writing to the COR reflecting hours expended in support of training for contract employees in the Attachment A005 Contract Employee Training Report.  Reports will be in Microsoft Excel Spreadsheet format and are to be transmitted by e-mail to Contracting Officer's Technical Representative (COTR).		a. Addressee		b. Draft Copies	c. Final Copies Reg.	d. Final Copies Repro
		AMA-405 COTR			1 ea.	
		16. Total		0	3	
G. Prepared By Technical Operations Training Division Contract Team		H. Date	I. Approved By		J. Date	
17. Price Group			18. Estimated Total Price			

DTFAAC-07-R-00018



**CONTRACT EMPLOYEE TRAINING REPORT**

REPORT BEGINNING DATE: \_\_\_\_\_

REPORT ENDING DATE: \_\_\_\_\_

Contract Number: DTFAAC-08-D-

Contract Company: \_\_\_\_\_

				FAA	FAA	FAA	
				Scheduled	Offering	Begin	End
				Course	Number	Date	Date
				Number			
				FAA Course Title			
Last Name	First Name	FAA Course Number	FAA Course Title	FAA Course Number	Offering Number	Begin Date	End Date
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**CONTRACT DATA REQUIREMENTS LIST (CDRL)**

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A. Contract Line Item No.		B. Exhibit	C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input checked="" type="checkbox"/>	
D. System/Item		E. Contract/PR No.	F. Contractor	
1. Data Item No A006		2. Title of Data Item Contract Funds Status Report (CFSR)		3. Subtitle
4. Authority		5. Contract Reference SIR DTFAAC-07-R-00018		6. Requiring Office AMA-400
7. DD 250 Req'd No	8. APP Code A	9. Distribution Statement Required N/A		10. Frequency As required
12. Date of First Submission		13. Date of Subsequent Submission		11. As of Date (AOD)
See Block 14		As required		15. Distribution
14. REMARKS:				
The contractor will provide Contract Funds Status Report (CFSR) for each monthly invoice period in the format provided in the Attachment 006, Monthly CFSR.				
Report will be in Microsoft Excel Spreadsheet format and is to be transmitted by e-mail to Contracting Officer, and Contracting Officer's Technical Representative (COTR).				
Report will include the following: Contract Number, Contract Company Name, Date of Report. This report will have at a minimum Contract Line Item Number (CLIN), CLIN description, delivery order number, delivery order funding amount, delivery order cumulative expenses incurred, amount billed, current balance of funds, and comments.				
15. Distribution				
a. Addressee				
b. Draft Copies				
c. Final Copies Reg. Repro				
AMQ-300 CO				
AMA-405 COTR				
1 ea.				
1 ea.				
16. Total				
0				
3				
G. Prepared By				
Technical Operations Training Division				
Contract Team				
H. Date				
I. Approved By				
J. Date				
17. Price Group				
18. Estimated Total Price				

DTFAAC-07-R-00018

**MONTHLY CONTRACT FUNDS STATUS REPORT (CFSR)**

REPORT BEGINNING DATE: \_\_\_\_\_  
REPORT ENDING DATE: \_\_\_\_\_

Contract Number: DTFAAC-08-D-\_\_\_\_\_  
Contract Company: \_\_\_\_\_

CLIN		CLIN Description	Delivery Order Number	Delivery Order Funding Amount	Delivery Order Cumulative Expenses Incurred	Amount Billed	Current Balance of Funds	Comments
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
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